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MEDICAL AND ADMINISTRATION OF MEDICATION POLICY

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation.

Introduction

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Rationale:

The policy as outlined was put in place to;

- Clarify areas of responsibility
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- To outline procedures to deal with children with allergies in our school
- To safeguard school staff that are willing to administer medication
- To protect against possible litigation.
- To outline procedure to deal with a pupil who requires administration of medication.

Relationship to School Ethos:

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in

keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of this Policy:

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises
- Implement the duty of the BoM in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

In -School Procedures:

- Parents are required to complete a First Aid form when enrolling their child/children in the school and to inform the school of any changes during their school years.
- No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.
- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of staff who have given written permission to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- The school generally advocates the self-administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. Certain medicines are stored on the school premises.
- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class.

- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Long Term Health Problems

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of the parents/guardians. It would include measures such as self-administration, administration under parental supervision or by participating school staff.

Life Threatening Condition/Emergencies

- Where children are suffering from life threatening conditions, written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. (Forms 1, 2 and 3).
- If emergency medication may be necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.
- In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, First point of call - ambulance. Second contact school doctor, Dr. Mulcahy. Parents will be contacted simultaneously.
- In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example, children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.
- The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year. It is parent's responsibility to inform staff of any changes to medication and contact details.

The following guidelines are in place with regard to pupils with a Nut Allergy (form 4)

1. Advise children not to offer or exchange foods, sweets, lunches etc.
2. If going off-site, medication must be carried.
3. If it is an air borne nut allergy the school must be informed so the school environment can become a nut free zone.

In the event the pupil comes in contact with peanuts

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow him to breathe calmly as he/she will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in *First Aid cupboard in Secretary's Office*. Before or immediately after Pen has been administered, an ambulance must be called.

A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities etc.

Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

Other Allergies: Document when informed of same, and treat as per instruction. (Appendix 6)

Policy Content

Guidelines for the Administration of Medicines

1. The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication. (Forms 1,2 and 3)
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school or to monitor self-administration of the medication.
3. It is not recommended that children keep medication in bags, coats etc.

4. Where specific authorisation has been given by the Board of Management for the administration of medicine, parents will be informed of the Board's decision and asked to sign an Indemnity form. (Form 5) Parents are responsible for ensuring that (a) the medication is delivered to the school, (b) handed over to a responsible adult (c) an adequate supply is available, and (d) supplies are replenished when necessary.

5. Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.

6. Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.

7. Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The BoM must inform the school's insurers accordingly (Allianz).

8. Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising

9. All correspondence related to the above are kept in the school.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Participating teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised teacher/SNA if not the parent. No teacher/SNA can be required to administer medicine.
- If at all possible parents should arrange for the administration of prescribed medicine outside of school hours.

Guide lines for the Board of Management

1. The Board, having considered the matter, may authorise a participating staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
2. The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
3. The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
4. The Board shall inform the school insurers accordingly (Allianz).
5. The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Guidelines for Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- In emergency situations, staff should do no more that is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Infection in School

Infections in school children are common. However, not all infectious diseases are contagious. In the case of contagious diseases (chicken pox, infective hepatitis, measles, mumps, rubella (German measles), scarlet fever, glandular fever, whooping cough, impetigo (school sores), ringworm (tinea), head-lice, scabies), please inform the school immediately etc. Please keep your child away from school until he/she is clear of infection and check with your GP when your child is fit to return to school. Head-lice infection can be a regular problem in the classroom. Please check regularly and if you find a problem please treat immediately. Also it is important that you inform us so that we can ask everybody in the class/school to check.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

Children who have broken legs/hands and are a health and safety risk on yard will be kept inside.

First Aid

From time to time minor incidents such as cuts and abrasions etc. will occur. The staff at the school will deal with these by washing the cut with water and if necessary applying a plaster. Parents are expected to check under the plaster when the child returns home from school.

If for any reason you do not want us to treat minor injuries, please inform the school in writing of same. In that event you will be contacted at home or work and asked to come and attend to your child should the need arise.

Reporting Accidents in the School

Minor cuts and abrasions will be treated as outlined under 'First Aid'. It is expected that parents check plasters that the child may be wearing on return home from school. General incidents will be reported to the class teacher. Incidents of a more serious nature will be recorded in the incident book. An accident report form will be filed where medical intervention is required. Where a child receives a blow to the head, parents will be notified. Staff should keep a record of how/when this notification is carried out.

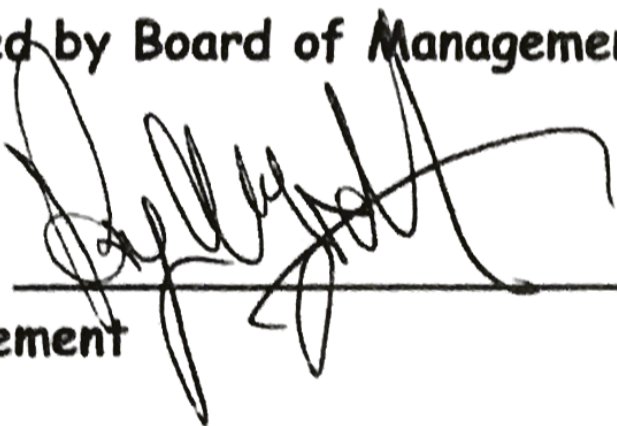
Ratification and Review:

This policy was reviewed by the BOM on 28/11/2016. It will be reviewed in the event of an enrolment of a child / children with significant medical conditions or medical conditions not covered in this policy. At the beginning of each school year, parents are asked to inform the school of any medical changes / medication changes etc.

This policy will be reviewed during the school year 2017 - 2018.

Ratified by Board of Management

Signed
Management



Chairperson, Board of