



## **Administration of Medication Policy**

**This policy was drafted according to D E S., INTO/CPSMA/Allianz guidelines and advice**

**The registration form issued at the Convent Primary School requires parents of pupils enrolling at the school to ensure that teachers are made aware, in writing of any medical condition suffered by any children in their class. Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person if necessary.**

**In the event of pupils developing medical conditions requiring emergency/preventative medication while a child is attending school parents are requested to ensure that teachers are informed in writing.**

Non prescribed medication will neither be stored nor administered in our school. Where possible, the Board of Management request that parents would arrange with medical practitioners times for medication so that they do not coincide with school time.

No teacher at the school will be required to administer medicine or drugs to a pupil

Any teacher at the school who is willing to administer medicines will only do so under strictly controlled guidelines as laid out by D.E.S, CPMSA, and I.N.T.O guidelines available in Health and Safety file, fully confident that the administration will be safe. Administration of medications at the school will be limited to emergency situations only where it is indicated by medical personnel that it is indicated. A teacher who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution will be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed.

Ideally medication should be self administered where possible, under the supervision of authorised personnel at the school,

Where children are suffering from life threatening medical conditions, parents should outline clearly in writing to the Board of Management the medical condition the child is suffering from, and what should and should not be done in particular emergency situations, with particular reference to what might be at risk to the child,

The parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise members (at least two and ideally three) of the teaching staff/SNA staff to administer the medication,

The request must also contain written instructions of the procedure to be followed in administering the medication including;

- 1) Name, Address, Date of Birth, P.P.S Number of child,
  - 2) Details re. medical condition and symptoms,
  - 3) Actions if any required, and if so in what circumstances,
  - 4) Names of medications, and specifically stating name of emergency medications,
  - 5) Implications if medication is not given,
  - 6) Exact Dosage and who will be responsible for informing the school should there be a change in this prescribed medication,
  - 7) Indication for administration, contraindications to administration, and indication for repeating dosage if applicable,
  - 8) Procedure for administering medication,
  - 9) Requirements for storage of medication.
  - 10) Who will be undertaking training of staff in administering this medication?
  - 11) At what point would it be appropriate to seek medical assistance i.e. G.P and/or emergency services?
  - 12) When should parents and/or GP be contacted? What to do if unavailable?
- In the interest of the health and welfare of all, medical confirmation of emergency procedure/care and medication will be required by the Board of Management prior to enrolling the pupil at the school and the pupil will attend school when her safety is ensured,
  - The Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If a teacher /SNA is so authorised she/he should be properly instructed by the Board of Management; this will be documented in the BOM minutes,
  - A teacher/SNA will not administer medication without the specific authorisation of the Board,
  - In administering medication to pupils, teachers will exercise the standard of care of a reasonable and prudent parent,
  - Staff willing to administer emergency medication will receive training re administration, ideally from a medically qualified person as appropriate.
  - The Board of Management will inform the school's insurers accordingly.
  - The Board of Management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.
  - A written record of the date and time of administration, and other relevant documentation will be kept.
  - It is the parent's responsibility to check each morning whether or not the authorised teacher/ SNA are in school unless an alternative arrangement is made locally, C/F Individual pupil care plan.

- Procedure will be documented in regard to each individual pupil and communicated to all relevant personnel, including procedure if staff are absent, school trips, outside of class environments, etc, as appropriate,
- Parents will be required to notify the school in writing if there is any alteration in the prescribed emergency medication,
- In emergencies teachers/SNA should do no more than 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.
- An individual emergency care plan will be drafted for pupils requiring emergency medications,
- Staff will receive training/ information sessions as deemed appropriate in specific conditions,
- Emergency contact details will be posted on the office noticeboard and in the pupils classroom,

### **Storage of medications:**

- Arrangements will also be made by the Board of Management for the safe storage of medication and procedures for the administration of medication in the event of the authorised teacher's absence.
- Medications will be stored in a locked cabinet out of reach of pupils
- Parents will be required to ensure that an adequate supply of required emergency medication is available at school at all times and that the medication is in date,
- All medication must be clearly in their original container, labelled with the child's name, date of expiry, contents, dosage, and instructions re storage,
- Medications will be reasonably accessible by staff,

This policy is effective following ratification by the Board of Management.

This policy will be reviewed and amended as deemed appropriate in line with D.E.S. circulars/guidelines in the interest of health and safety.

**This policy was drafted by all school personnel, in consultation with the Board of Management and parent representatives November 2018.**

The purpose of the policy is to ensure best and safe practices and procedures at school for pupils enrolled at the school who are medically required to receive medications in emergency situations.

This policy was ratified by the Board of Management on 12<sup>th</sup> December 2018 and is effective from this date. It will be reviewed and amended in line with DES guidelines / circulars.

**Signed:**\_\_\_\_\_

**Mr. Patrick Sullivan**

**Chairperson of the Board of Management**

**Date: 12/12/18**