



Patrician Primary School

Administration of Medicine Policy

Introduction

This policy is formulated in accordance with guidelines issued by the Primary School's Managerial Bodies and the Irish National Teacher's Organisation.

Aims and Objectives of this Policy

- Clarify areas of responsibility
- 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.
- Minimise health risks to children and staff on the school premises.
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements.
- Safeguard school staff-members who are willing to administer medication.

Rationale:

The Board of Management has the duty to safeguard the health and safety of Patrician Primary School pupils when they are engaged in school activities. This does not imply a duty upon staff members to personally undertake the administration of medicines.

Guidelines:

For the purpose of this policy, medicines will be divided into three categories:

1) Non-prescriptive medicines

Examples: (this list is not exhaustive)

- Paracetamol
- Over-the-counter cold and flu medicines (e.g. Cough bottles, Lemsip)
- Over-the-counter stomach pain and indigestion medicine (e.g. Rennie)

Note: Non-prescribed medicines will neither be stored nor administered to pupils in school.

2) Prescribed medicines

Examples: (this list is not exhaustive)

- Inhalers (see below for further details)
- Antibiotics/steroids prescribed by a GP

Notes on prescribed medicines:

- ❖ Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management. (see appendix)
- ❖ Staff members may opt out of administering these medicines if they are uncomfortable doing so. No judgement will be passed upon staff members who opt out. The principal must be made aware of this in case situation.
- ❖ The administration of these medicines will not be carried out without another adult in the room
- ❖ In the event of staff members opting out of administering the medicine, parents will have the option to administer the medicine in school and will be advised to do so.
- ❖ As a general rule, children who need antibiotics/steroids for illness (e.g. chest infections) should not be in school.
- ❖ 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 who is too sick to play with their peers should not be in school. In general a child deemed fit enough to go to school is deemed fit enough to engage in all school activities. There is no extra facility in the school for supervision of children during lunch break.
- ❖ Where possible, prescribed medication should be self-administered under the supervision of a parent or an authorised staff member.
- ❖ Prescribed medication is not stored in the school if at all possible. The child should bring the minimum necessary dose to school with them each day.

3) Medication for life-threatening conditions

Examples: (this list is not exhaustive)

- Diabetes medication
- Checking bloods for diabetes
- Epilepsy medication
- Anaphylactic shock medication
- Use of defibrillator

Notes on medication for life-threatening illnesses:

- ❖ Where children are suffering from life-threatening conditions, parents should outline clearly in a meeting with relevant staff members and in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- ❖ Medicines in this category will not be administered in school without the written consent of parents (see appendix) and the specific authorisation of the Board of Management.
- ❖ Staff members may opt out of administering these medicines if they are uncomfortable doing so. No judgement will be passed upon staff members who opt out. The principal must be made aware of this in case situation.
- ❖ The administration of these medicines will not be carried out without another adult in the room
- ❖ In the event of staff members opting out of administering the medicine, parents will have the option to administer the medicine in school and will be advised to do so.
- ❖ In an emergency situation qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
- ❖ When emergency medication needs to be available in the school, storage arrangements must be agreed in writing with the Board of Management.
- ❖ Under no circumstances will any medication be administered to a child other than the child for whom it was prescribed.
- ❖ Parents/guardians of children with chronic or life-threatening medical conditions will be asked to complete a detailed Healthcare and Emergency Plan. This plan will be shared with any staff members that come into regular contact with the child. A copy of the Emergency Plan, with the child's photo attached, will be kept in the yard folder.
- ❖ This school ensures that all staff protect student confidentiality to the best of their ability.

Special note: Inhalers

- ❖ Parents/guardians of children who need assistance with administering an inhaler must write to the Board of Management for permission and also fill out the form in the appendix of this policy.
- ❖ Children who need an inhaler must keep it in a sealed compartment of their schoolbag (or coat pocket for yard)
- ❖ Inhalers should never be allowed to be used or handled by other children. It is the responsibility of parents/guardians to explain this to children.
- ❖ It is the responsibility of parents/guardians to tell their children how and when to administer their own inhaler.
- ❖ If a child needs an inhaler (even intermittently), the parent/guardian must inform the class teacher and inform them that they have an inhaler in their schoolbag.
- ❖ Parents must inform the school immediately of the development of asthma or changes in its severity. This must be done by email or in writing.

Parent Roles and Responsibilities:

1. Parents/guardians are required to inform the school in writing of any medical condition suffered by their child. This information should be provided at enrolment into school or at the development of any medical condition at a later date.
2. The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the prescribed medication or to monitor self-medication. The letter should also contain the following:
 - Child's full name and address
 - The name of the medication to be administered
 - The exact dosage and time of the administration
 - The procedure to be followed in the administration and storing of the medication.
 - Whether the child should be responsible for the administration of his/her own medication
 - Circumstances when parent should be notified
 - Contact number
 - Signature of parent or guardian

See Appendix 1

3. Parents/Guardians are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult. This medication must be clearly labelled with the child's name, the name and dose of the medication and the frequency of the dose. Parents are responsible for ensuring that an adequate supply is available and that it is renewed prior to expiry date. The storage of medicines will be decided on a case-by-case basis. (Appendix 1)
4. Parents/Guardians are required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medication in school. The Board will inform the schools' insurers accordingly. (Appendix 1)
5. Changes in prescribed medication or dosage should be notified immediately to the school with clear written instruction of the procedure to be followed in storing and administering the new medication. The parent/guardian is responsible for the medicine being in date.
6. Requests for administration of medication should be renewed at the beginning of each school year.
7. Where children are suffering from a serious or chronic medical condition parents should outline clearly in writing what should and should not be done in a particular emergency situation, with particular reference to what may be a particular risk to the child. They will be asked to complete a Healthcare and Emergency Plan to assist the school in caring for their child. These are to be used to help all staff to easily identify children with special medical needs.
8. Parents/ guardians are required to provide a telephone number where they may be contacted in the event of an emergency arising.
9. When school outings take place it is the responsibility of the parents/guardians to ensure that suitable arrangements have been put in place for their child.
10. Where possible, when medicines are being prescribed, the family should discuss with the GP to see if it is possible to administer the medicines outside of school hours. This is a preferred situation as opposed to administration during school.
11. Parents/Guardians of a pupil requiring regular medication during school hours should write to the Board of Management to authorise a member(s) of staff to administer the medication in school, as well as filling out the form in the appendix of this policy
12. Where permission has been given by the BoM for administration of medicines, the smallest possible dose should be brought to the school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.

13. In the case of a child being given permission to administer their own medicine by parents, teachers must be made aware that this is happening by note or by email before administration begins. The teacher has the right to contact parents for confirmation before allowing self-administration to take place. The teacher must be present for such self-administration. See note below for storage of such medication.
14. Parents/Guardians will be asked to demonstrate to staff how to correctly use EpiPens or similar items to do with anaphylactic shock.
15. It is the responsibility of parents/guardians to ensure that EpiPens or similar items that are kept in the school are in date.
16. In the case of checking bloods, parents must demonstrate to staff members how this is done.

Responsibilities of Staff Members

1. School staff 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.
2. No staff member can be required to administer medication to a pupil.
3. Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
4. Medication must not be administered without the specific authorisation of the Board of Management.
5. In administration of medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
6. Staff will ensure that they have written instruction and/or training in the administration of the medication.
7. Staff will keep a written record of the date and time of any medication which they have administered or have supervised being self-administered. (See Appendix 2)
8. In emergency situations, staff 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
9. Each class teacher will ensure that the medical alert cards in his/her classroom contain up to-date information. The medical alert card will state clearly where any medication or additional information is stored. (Appendix 3)
10. The Principal or Deputy-Principal will ensure substitute staff are apprised of the medical alert card system. (Appendix 3)
11. The medicines mentioned in category 2 and category 3 above should not be kept by the pupil but labelled and stored out of reach of the pupils. Any medications are to be kept in class group boxes and in a locked cabinet.
12. When classes are on outings, the appropriate medication box will be taken by the class teacher (or substitute teacher.)
13. Certain medicines (e.g. inhalers used by asthmatic children) must be accessible to the child at all times throughout the day but not kept within access of other children.
14. Medication (except inhalers) is never to be kept in a child's schoolbag as the consequences of medication being taken accidentally, or otherwise, are far too serious.
15. Medicines should be self-administered if possible, under the supervision of an authorised adult.
16. In emergency situations, qualified medical assistance will be secured at the earliest opportunity.

Special Note: plasters, cuts, bruises etc.

- ❖ Staff members will act 'in loco parentis' in the case of an injury.
- ❖ Staff members will administer plasters, antiseptic wipes, ice packs etc in the presence of another responsible adult. Where possible, children will self-administer these items.
- ❖ See School Policy on 'illness and injury' and also school 'intimate care' policy for full details.

General Points:

- Parents/Guardians should ensure that all of the above procedures are clearly understood before submitting any request to the Board of Management.
- Enrolment forms should request information on any medical condition that the pupil is suffering from and this should be followed up before enrolling the pupil.
- First Aid kit with disposable gloves should be readily available to all staff members but in a place that is not easily accessible to children.
- In the case of administration of medicine on a one-off basis (e.g. epipen), a prepared letter should be sent to parents, informing them of exactly what happened and what medication was administered.

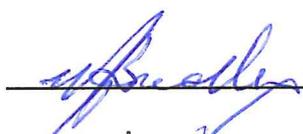
Success Criteria

The effectiveness of this policy is measured by the following criteria:

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents and school staff
- Ensuring the primary responsibility for administration of medicines remains with the parents/guardians

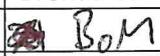
Ratification and Review:

This policy was originally ratified in June 2023. As with all school policies, it will be re-examined on a regular basis as part of our five-year policy review schedule and in consultation with the relevant stakeholders (including staff, parent association and BoM).

Signed:  chairperson of Board of Management 21/6/23

Signed:  principal 21/6/23

Version control

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Administration of Medicines Indemnity Form

The following is hereby agreed by and between parent(s) / guardian(s) and representatives of the Board of Management:

In consideration of the Board of Management (BoM) entering into the within agreement, the parent(s)/guardian(s) of the below-mentioned pupil hereby agree to indemnify and keep indemnified the BoM, its servants and agents, including without prejudice the pupil's relevant teacher, SNA and / or the principal from and against all claim, both present and future, arising from the administration or failure to administer the said medicines.

This pupil suffers on an ongoing basis from the condition known as:

While attending Patrician Primary School, this pupil may require in emergency circumstances the administration of the following medication.

The parent(s) / guardian(s) have agreed that the medication may be administered by the following member(s) of staff:

The parent(s) / guardian(s) have agreed that the medication may be administered by the child themselves.

Yes No

The parent(s) / guardian(s) have ensured that they have read, understood and complied with the school policy on administration of medication and provided the necessary written information with this indemnity.

Name of child: _____

Signed: _____ (parent/guardian) date: _____

Signed: _____ (principal and representative of the BoM) date: _____

Appendix 1 Parent Request Form and Instructions

I/We request that the Board of Management of Patrician Primary School authorise the administration of prescribed medicine during the school day in accordance with the instructions given below. I/We understand that we must inform the school in writing of any changes of medicine/condition.

Child's name: _____ Date of Birth: _____

Address: _____

Class: _____ Teacher's Name: _____

Emergency Phone Contacts

- Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____ (For

some conditions such as Anaphylaxis, Diabetes, Epilepsy and Severe Asthma we will also require a more detailed Healthcare and Emergency Plan)

Medication: _____

Dosage: _____

Is the child to be responsible for taking the medicine him/herself? _____

Procedure for Administration of Medication (When, Why, How):

Procedure for Storage of Medication:

Circumstances under which action should be taken/medication should be administered:

I/We the parent(s)/guardian(s) of the child named above hereby give permission to Patrician Primary Senior School to administer the medicines outlined and I/we indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of the prescribed medicines.

_____ Dated:

(Signature of parent/guardian)

_____ Dated:

(Signature of parent/guardian)

Appendix 2

Record of Medication Administered by Staff

Date	Time	Child's name	Medication	Dose Given	Reaction

Appendix 3

MEDICAL ALERT CARD

Pupil's Name

Medical Condition

Symptoms to watch out for:

Activities to be careful of:

Treatment and Medication (only to be administered by an authorised adult):

Location of medication and detailed information:

School Contact: (Teacher/SNA and Room Number)

Parents/Guardians Contact Details: