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*Scoil Réalt na Mara,
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Rev. Denis Doyle, PP.
(Chairperson of Board)
Yvonne Miller (Acting Principal)*

Administration of Medicines Policy

Introduction:

This policy has been written as a collaborative school process and was ratified by the Board of Management (BoM) on 4th March 2014.

Rationale:

The policy as outlined was put in place to;

- Clarify areas of responsibility by school staff and the Board of Management
- Give clear guidance about situations where it is/is not appropriate to administer medicines
- Outline procedures to deal with a pupil with a chronic health condition in our school
- Safeguard school staff that are trained to administer medication and protect against possible litigation.

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
- Fulfill 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 include any medical condition on completion of their child's enrolment form, the secretary may contact the Parent(s) for clarification of this condition if necessary. The class teachers are given details of any medical conditions their pupils may have within the first few days of the new school year in September by the secretary. In the event of a child having a chronic health condition the class teacher will be informed before the first day back in September.

Life Threatening Condition:

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child (Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management. Administration of Medication Consent form must be signed

by the parents, this includes a note of indemnity in respect of any liability that may arise regarding the administration of medication. It is the responsibility of Parents to seek and arrange the appropriate training for two staff members.

Guidelines for the Administration of Medicines to children with chronic health conditions:

1. The parents of the pupil with chronic health conditions 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. (Appendix 3)
2. Both parents (where applicable) must sign the 'Administration of Medication Consent form' (appendix 1) giving consent to the trained staff to administer medication in a life saving situation to their child.
3. Only trained staff (minimum of two staff per each type of medication) are insured to administer medication and only to children who have chronic health conditions e.g. diabetes, epilepsy etc. and where early intervention with administering medication is vital to the child's recovery.
4. In the secretary's office details of any pupil with a chronic health condition is available for quick emergency access in holders on the office wall with their medication on the shelf beside it, (this would be out of the reach of children).
5. A written record of the date and time of administration must be kept by the person administering it (Appendix 4)
6. Emergency medication must have exact details of how it is to be administered and clearly labelled with the child's name.
7. The BoM must inform the school's insurers accordingly.
8. 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
9. 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 this is included on the Administration of Medication Consent form.
10. All correspondence related to the above are kept in the school.

Guidelines for the Supervision of self-administration of prescription medicines to children:

1. **Non-prescribed medicines will neither be stored nor administered to pupils in school e.g. calpol, nurofen, paracetamol etc.**
2. The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult (teacher, First Aider), exercising the standard of care of a prudent parent. The prescription drugs will be stored in the Secretary's Office if a child requires self-administering of medication on a regular basis and parents have requested storage facilities at the school. Parents are responsible for the provision of medication and notification of change of dosage and must also complete the 'Supervision of Medication Consent form'.

3. Trained staff in the school will only supervise the self-administration of prescribed medication (e.g. inhalers) when arrangements have been put in place as outlined above, Staff are not allowed or insured to measure out a dosage or give the medication to the child. If the child is too young to self-administer the medication a parent/guardian/appointed adult (by the parent/guardian) must come to the school to administer the medication.
4. It is not allowed that children keep medication in bags, coats, etc. all medication must be left in the school office and the appropriate forms completed.
5. Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

Emergencies:

In the event of an emergency, trained staff/first aiders should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm to the patient. Qualified medical treatment should be secured in emergencies at the earliest opportunity by calling an ambulance. Parents will be contacted simultaneously.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated throughout the year.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home.

Roles and Responsibilities:

The BoM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. Ollie Daly is the Safety Officer and the maintenance and replenishment of First Aid Boxes is a post of responsibility of Triona Ennis.

Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria;

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering medication remains with parents/guardians

Ratification and Review:

This policy was ratified by the BoM in _____. It will be reviewed _____

Implementation:

The policy has been implemented since _____.