



**Administration of Medicine Policy
Corpus Christ Primary School
Moyross,
Limerick
Roll No: 19830W
Patron: Bishop Brendan Leahy**

Administration of Medicines 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 of any medical condition suffered by their child. This information should be provided at enrolment and also when there is a change of teacher or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets, inhalers and sprays administered by mouth only. Life-saving medication refers to medicines such as insulin and inhalers.

Rationale

The policy as outlined was put in place to ensure:

- That pupils are protected from misuse of medication.
- That the Board of Management and staff are protected from litigation in case of misadministration.
- The parents are aware of their responsibilities and options, should their child require medication in school hours.
- 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 a pupil with a nut allergy in our school.
- Safeguard school staff that are willing to administer medication.
- Protect against possible litigation.

Aims of this Policy

- To minimise health risks to children and staff on the school premises.
- 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.

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.

General

The school will strive to co-operate with parents as far as is reasonable in the administration of necessary medication to students. Parents must understand that teachers are not medically trained nor have any access to medical services (other than 999 emergency services), so the administration of medicine is done in the same way as a parent. This means that from time to time doses may be forgotten or administered later than the recommended time. Parents should let the school know in advance of the level of risk to the child if a dose is missed.

Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil. Those authorised to administer medication in Corpus Christi Primary School are the Principal Tiernan O Neill, Deputy Principal Hilary McAlea and school administrator Jason MacNamara.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication. In Corpus Christi Primary School medication is kept in a locked Pupil Medicine Cabinet in the office, out of children's reach. In general, inhalers used by asthmatic children will be kept by the child concerned and be readily accessible at all times during the school day. There may be occasions deemed necessary by the Principal for reasons of health and safety, when inhalers are kept in the cabinet in the office.
- In the event of the absence of those authorised to administer medication, the next most senior member of staff available and willing to administer medication, is authorised to administer the medication. During a school outing, if authorised medication is required, the most senior member of staff on the outing willing to administer the medication, does so. The class teacher collects the medication from the office before going on the outing and keeps it safely until required.

Procedure

At enrolment: Parents/Guardians are required to complete the '**Request to the Board of Management of Corpus Christi Primary School ADMINISTRATION OF MEDICATION**' form when enrolling their child/children in the school. Information from the completed form will be assessed and a plan will be agreed for the child/children based on the assessment.

At any other time after enrolment: Parents/Guardians are required to complete the '**Request to the Board of Management of Corpus Christi PS ADMINISTRATION OF MEDICATION**' and given to the child's teacher. Information from the completed form will be assessed and a plan will be agreed for the child based on the assessment.

Parents also must ensure that relevant class teachers and staff are made aware in writing of any medical condition suffered by any pupil in their class.

Prescribed medicines (adrenaline, insulin etc.) will be stored in the school office in the locked 'Pupil Medicine Cabinet' out of reach of other pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day and will be kept in the classroom.

Antibiotics/cough bottles etc. should not be sent to school to be administered, if they can be taken at home later in the day.

Administration of medication for children with short term conditions:

A short term condition is one where the child is deemed healthy enough to attend school, but is in need of some medication, (eg: antibiotics).

- The Board of Management and staff will not accept responsibility for administering medicines to children with short term medical conditions.
- While it is hoped that parents would administer this medication at home, they may come into the school at pre-arranged times, to administer it. The school would not be responsible for storing this medicine.
- Non-prescription medicines will neither be stored nor administered to pupils in school. The Board of Management has directed that under no circumstances should staff administer medication in relation to short term conditions.

Administration of medication for children with long term conditions:

A long term condition is one where the child is deemed healthy enough to attend school, but is in need of regular medication.

Conditions include Attention Deficit Disorder, Diabetes, Asthma, etc.

- Parents may come into the school at pre-arranged times, to administer appropriate medication.
- Parents who wish their child to bring medicine to school should complete the '**Request to the Board of Management of Corpus Christi Primary School ADMINISTRATION OF MEDICATION**' form. The form includes: Name, address and telephone number of the child; Emergency contact numbers or other contacts, if parents are not available; Storage requirements for the medication; written indemnity to the Board of Management in respect of any liability that may arise regarding administration of the medication.

- In the case of asthma, the child may administer his/her own inhaler, provided parents have filled the form requesting the administration of medication. Inhalers should be labelled with the child's name and stored in the child's own classroom.

Administration of life saving medication for children (adrenaline, insulin etc.):

- The school will store lifesaving medication (adrenaline, insulin) in the school office on the 'Pupil Medicine Board' out of reach of other pupils. Parents whose child could require life-saving medication while at school, must complete the 'Request to the Board of Management of Corpus Christi PS ADMINISTRATION OF MEDICATION' form. The form includes: Name, address and telephone number of the child; Emergency contact numbers or other contacts, if parents are not available; Storage requirements for the medication; Written indemnity to the Board of Management in respect of any liability that may arise regarding administration of the medication; A letter from the family doctor stating the required procedures, should the medication be needed.
- If staff training is required, parents will be requested to come to the school to demonstrate the correct procedures or must arrange staff training in procedures of administration.
- It is the responsibility of parents to ensure there is a necessary amount of medication for the child, when going on class outings and remind teachers to take the medication with them.
- The Board of Management before granting the request, will ascertain that enough teachers feel confident that, in an emergency, they can do what is required.
- Medication will be stored safely and out of reach of all children in the staffroom.
- Children requiring special procedures (such as the administration of oxygen, emergency epilepsy medication or asthma inhalers) must have "Emergency Plan Notices," which contain clear instructions from parents regarding the procedure or medication to be administered.
- Once medication has been administered, expert help will be sought for the child as soon as possible.
- If an ambulance is called, a member of staff will accompany the child in the ambulance to hospital.
- A record of any incidences in which the medication has been needed, will be recorded on Aladdin.

Guidelines

- In addition to completing the 'Request to the Board of Management of Corpus Christi Primary School ADMINISTRATION OF MEDICATION' form, parents must arrange to meet the class teacher and outline clearly what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child. It is the responsibility of the parent/guardian to arrange this meeting each time the child moves to a new class level in the school, or when a new teacher has been appointed to the child's class. At this meeting, an 'emergency plan' may be agreed in

accordance with the guidelines in the publication 'Managing Chronic Health Conditions at School'.

- Changes in prescribed medication (or dosage) must be notified immediately to the school, with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Parents are responsible for the provision of medication and should normally keep an account, to ensure that medication is available and is in date.
- Where there are changes in dosage or time of administration, parent/guardian must request these changes in writing.

The following guidelines are in place with regard to pupils with a Nut Allergy

1. Staff dealing with the pupil do not eat nuts of any item with nut trace.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately that has been provided by the parents with clear medical guidance. 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 he/she 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 a locked press in the child's classroom. Before or immediately after Pen has been administered, an ambulance must be called.

Indicators of shock include

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

Emergencies:

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, designated staff members may take a child into Accident and Emergency without delay. 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.

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. Parents should also outline clearly, proper procedures for children who require medication for life threatening conditions.

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.

First Aid Boxes:

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

A number of first aid boxes are kept throughout the school, containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

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.

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 remains with parents/guardians.



Administration of Medicine
Request to the Board of Management of Corpus Christi Primary School
ADMINISTRATION OF MEDICATION FORM

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition:

Prescription Details:

Storage details:

Dosage required:

Is the child to be responsible for taking the prescription himself/herself?

What Action is required?

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day, as it is absolutely necessary for the continued well being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school

personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed _____ Parent/Guardian
_____ Parent/Guardian
Date _____

Appendix 2



Administration of Medicine

Allergy Details

Type of Allergy:

Reaction Level:

Medication:

Storage details:

Dosage required:

Administration Procedure (When, Why, How?)

Signed: _____

Date: _____

Appendix 3



Administration of Medicine

Emergency Procedures

In the event of _____ displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

Symptoms: _____

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**To include: Dial 999 and call emergency services.
Contact Parent(s).**

Appendix 4



Administration of Medicine

Record of Administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition:

Medication:

Dosage Administered:

Administration Details (When, Why, How?)

Signed: _____

Date: _____