

## **Administration of Medicine Policy for Kingsland NS**

### **Introduction**

An administration of medication policy has been in existence in the school since 2002. The policy was recently reviewed through a collaborative process.

### **Rationale**

The policy 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 a pupil with a nut allergy
- To outline procedures with regard to any other long-term health condition which may be notified to staff
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation

### **Relationship to school ethos**

Kingsland NS 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 this policy can be summarised as follows;

- Minimise the health risks to children and staff on the school premises
- Fulfil 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 section in the enrolment form regarding their child's health/medication when enrolling their child/children in Kingsland NS. No teacher is obliged to administer medication to a pupil. Any teacher willing to administer medicines should only do so under strictly controlled guidelines, outlined below, fully confident that the administration is safe. A

teacher who does take this responsibility takes on a heavy legal duty of care to discharge the responsibility correctly.

- It is the policy of Kingsland N.S., that there will be no administration of non-prescription drugs, such as paracetamol, aspirin, cough medicine... by teaching staff. Where possible, it is recommended that the G.P. arrange times for medication that do not coincide with school time. If this is unavoidable, the school greatly advocates self-administration (e.g. inhalers) under the supervision of a responsible adult, exercising the standard care of a prudent parent. No medicines are stored on the school premises. A small quantity of prescriptive medicine (e.g. an inhaler) may be stored in the school in a container supplied by the parent, on condition that parents provide written request for storage facilities and confirmation that the pupil may self-administer and knows the procedure to do so. Parents are responsible for the provision of medication and notification of change of dosage. If a child is taking medication which will affect school performance e.g. causing drowsiness, it is the responsibility of the parents to inform the school/class teacher in writing. The school should be kept informed by parents of any changes to Medical Conditions of children.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board authorises a member of teaching staff to do so. Under no circumstances 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

- 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.

- Long-term health issues must be noted on the school enrolment form or in writing to the principal, if a later diagnosis. Following this, a procedure is enabled, requesting permission from the Board of Management for members of staff to administer medication in case of

(a) long-term health requirements

(b) in an emergency situation (such as epilepsy, diabetic, anaphylactic shock syndrome) (See Emergency Plan)

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 administration by school staff.( See Parents form for Healthcare plan/Administration of medication request).

## **Life-threatening condition**

Where children are living with 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 a child (Appendix 3). If emergency medication is necessary, arrangements must be signed by the parents in respect of any liability that may arise from the administration of medication.

### **Guidelines/ procedure for the Administration of Medicines is as follows:**

The parent of the pupil concerned must inform the Board of Management in writing, giving all the necessary details of the condition. The request must also contain written instructions of the procedure to be followed in the administration of the medication (Appendix 1,2 and/or 3)

The request should seek the Board of Management to authorise the administration of the medicine in school.

After considering the matter, the Board may authorise the administration of the medication to a specified pupil. The medicines must then be brought to the school by the parent/guardian/specified adult.

A written record of the date and time of authorisation must be kept by the person administering it (Appendix 4).

Parents/guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.

Emergency medication must have exact details of how it is to be administered

The Board of Management should inform the school's insurers accordingly.

The Board should seek an indemnity from parents in respect of any liability that may arise regarding the administration of the medication (CPSMA Handbook 2007; Governance manual 2015)

Where necessary the Board will arrange for staff to attend training if administration of certain medication requires it.

The Board should arrange for safe storage of medication and procedures for its administration in the event of an authorised teacher's absence.

It is the parent's responsibility to check that the authorised teacher is in school unless an alternative arrangement is made.

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

If a pupil requires self-administration of prescribed/non-prescribed medication at school, a written statement of all relevant details is required from parents, along with written confirmation from G.P. that the pupil is sufficiently capable of doing so.

## **Medicines**

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

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 or drugs to a pupil

In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted

It is not recommended that children keep medication in bags, coats, etc.

Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

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

- Staff dealing with the pupil do not eat nuts or any item with nut trace
- Advise children not to offer or exchange foods, sweets, lunches etc.
- 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. It is important that the pupil be kept calm to allow him/her 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 a pen be administered.

#### 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.

## **Emergency Plan**

If a long-term health condition is such that an emergency response may be necessitated, parents must outline in writing the symptoms in order for emergency treatment to be given.

These will be made known to all staff by the Board of Management.

In such an emergency situation, the medication to be administered should be the smallest dose possible, to ensure recovery UNTIL A MEDICAL EXPERT CAN TAKE OVER.

At no time should an emergency dose be such that it could harm the child if inappropriately administered. Confirmation of such should be obtained in writing from a G.P.

Permission should be sought from the B.O.M. for secure storage of such medication in the school.

It is the responsibility of parents to ensure medication is in date.

## **First Aid:**

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 first aid box is kept in the staff-room containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

Permission to bring a child to a Doctor/hospital should be sought on the school enrolment form. This will be kept permanently on file during the child's time in school. Every effort will be made to first

contact the Parents/Guardian in such a situation. A record of Parent/Guardian contact numbers is accessible to every staff member throughout the school. A teacher or staff member in the case of an accident/emergency will call an ambulance/GP as a reasonable and prudent response to a crisis.

### **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 (Health and Safety). A child too sick to play with peers should not be in school.

### **Covid -19:**

H.S.E advice regarding symptoms and close contacts will be adhered to in line with the current recommendations at that particular time. (See also Covid-19 response plan).

### **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. The Principal and staff monitor the maintenance and replenishment of First Aid Boxes.

### **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

Communication, Implementation and Review

This policy will be implemented immediately upon ratification and communicated to all new parents. It will be displayed on our school website [www.kingslandns.ie](http://www.kingslandns.ie)

It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

### **Ratification**

This policy was formulated by the staff of Kingsland N.S. and approved by the Board of Management.

Chairperson: \_\_\_\_Mary Harrington\_\_\_\_

Date: \_\_\_\_March 2022\_\_\_\_



Appendix 2

Allergy Details

Type of Allergy: \_\_\_\_\_

Reaction Level: \_\_\_\_\_

Medication: \_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Administration Procedure (When, Why, How)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Date: \_\_\_\_\_

Appendix 3

## Emergency Procedures

In the event of \_\_\_\_\_ displaying any symptoms of his 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 Parents

## Record of Administration of Medicines

Pupil's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage Administered: \_\_\_\_\_

Administration Details (When, Why, How)

