



Administrating of Medication Policy

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

Introduction

The Board of Management has a duty to safeguard the health and safety of children while they engage in authorised school activities, this however does not imply a duty upon staff to personally undertake the administration of medications.

Rationale

It is school policy that children who are acutely ill should not attend school until the illness has resolved. In the event of a child becoming acutely ill during the course of the school day, parents or emergency contacts will be notified to bring the child home to recuperate.

In emergency situations, staff should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical help will be obtained or the child will be brought to the local emergency department at the earliest opportunity. Hence provision for administration of medicine for acute illness in school is not deemed necessary.

In line with the school ethos, children with chronic illnesses are encouraged to engage fully in school activities. Where possible, the family doctor should be asked to prescribe treatments that can be taken outside of school hours. Administration of medication at school should be kept to a minimum. When administration of medication is required to facilitate a fully inclusive environment, every effort will be made to accommodate children's needs in line with the provisions below.

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 parent/guardians. It must include measures agreed, such as self-administration, administration under parent/guardian supervision or administration by authorised staff member(s)

Staff may, at their own discretion and in co-operation with the Board of Management and parents/guardians, agree to administer certain medicines or procedures. This will be agreed on a case-by-case basis.

Parents/guardians must ensure that the Board of Management is made aware in writing of any chronic/long term medical condition their child is suffering from e.g. Epilepsy, Diabetes, Allergies, etc.

This information should be provided at enrolment or at the development of any medical conditions at a later date. This is to ensure that staff are made aware of symptoms in order that appropriate treatments may be given in emergency situations by emergency services. It is the responsibility of the parent/guardians to ensure that this information is reviewed at the beginning of each school year and/or when changes arise in the medical condition.

Aims of Policy:

The aims of the Administration of Medicine policy of Navan Educate Together National School are:

- To ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice.
- To ensure compliance with relevant legislation.
- To protect staff by ensuring that any involvement in medication administration complies with best practice guidelines.

Policy Content:

Procedure to be followed by parents who require the administration of medication for their children

- Parents are required to complete a health question as part of the Pre-Enrolment Application Form when enrolling their child in the school. At the beginning of each school year, parents are asked to contact the school to ensure that all their child's details are correct and up-to-date.
- Parents/guardians are required to provide a telephone number where they may be contacted in the event of an emergency arising.
- Arrangements for administration of medication to each pupil will be reviewed on a case by case basis at least annually and in consultation with all relevant parties.
- The letter requesting administration of medicine must be accompanied by the "Request for Administration of Medication – Information and Consent" form (see Appendix 1), summarising essential information to allow training of staff and safe administration of the medication.

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- Where possible medication should be self-administered by the pupil under the authorised adult supervision.
- Consent for information concerning the need for medication administration to be shared with school staff and the school's insurers is also included. This information may be required if medical assistance is required for the child.
- Parents are further required to indemnify the Board of Management (see Appendix 4) and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. (see Appendix 1)
- Where children are suffering from life threatening conditions, parents/guardians should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child. (see Appendix 2)
- Parents/guardians are to ensure there is an adequate supply of authorised medicine in the school, and that the medication has not passed its expiry date. It is the responsibility of the parents/guardians to ensure that medication is replaced in advance of the expiry date if this should occur during the school year. School staff are not responsible for ensuring that medication has not passed its expiry date. In the event that medication passes its expiry date without being used the child's parents/guardians will take responsibility for its safe disposal (usually by returning to the pharmacy). In the event of medication being unused when the school closes for the summer holidays, parents/guardians will request the return of the medication and a new supply of the medication will be given to the school Principal in advance of the child's return to school in the new academic year.
- Parents/guardians are required to inform the Board of Management/Principal of any changes in prescribed medication (or dosage). These changes should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- It is the responsibility of the parents to ensure that any medical equipment/device is maintained and cleaned regularly (at least once a week).
- Prescribed medication will only be administered to the child for whom it has been prescribed, in line with current legislation. Where a child may require medication, ideally a minimum of two staff members who are authorised to administer this will be identified to ensure cover during sick leave, EPV days, etc. Parents will be informed of the authorised staff members who have agreed to administer the medication in question. In the event that staff members willing to administer the particular medication cannot be identified, the Principal will discuss alternative options with the child's parents/guardians.

Procedures to be followed by the Board of Management

- The Board of Management does not permit pupils to carry non-prescription medication in school. If found, such medication will be confiscated and parents/guardians contacted.
- The Board of Management requests that a written request together with the documentation outlined (see Appendix 1) is submitted where in certain circumstances, it may be appropriate for an older child to retain medication in their own possession, and take responsibility for self-administration (e.g. an older child who would normally carry and use their own inhaler). Under these circumstances the school will not maintain a record of medication use. Because there is no record of the administration of such medication and because it is in possession of the child, staff cannot be held responsible if it is lost or misused. The Board of Management, must determine if the medication is such that a non-medical person may administer/supervise administration and having considered the matter, may authorise a staff member that is willing to oblige to administer the medication to a pupil or to monitor the self-administration by a pupil.
- The Board of Management cannot require teaching staff members to administer medication. Where a child requires adult assistance to administer medicine and where the extent of assistance required would overly disrupt normal teaching time, SNA support may be allocated for this purpose (see circular 0030/2014). The Board of Management may request appropriate staff members to volunteer, authorise them to administer the medication and arrange training if required.
- The Board of Management shall seek an indemnity from parents/guardians in respect of liability to both the Board of Management & the authorised staff member, that may arise regarding the administration of the medicine prior to the authorisation.
- The Board of Management shall inform the school insurers accordingly.
- The Board of Management will only authorise the storage/administration of medication in the school following a written request from the parents/guardians.
- The Board of Management shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.
- The Board of Management reserves the right to request written confirmation of medical advice from the child's doctor, including confirmation of the medication dose and circumstances when it should be given. The Board of Management will ensure that the authorised staff member is properly instructed in how to administer the medicine.
- The Board of Management requests that upon authorisation of administration of medicine that the Principal be informed immediately of any change in medication and/or dosage in writing. A change in dosage of the same medication does not require notification of the Board of Management. However, a change in medication will require a new notification of the Board of Management as outlined (see Appendix 1). In either case, the "Request for Administration of Medication – Information and Consent" form will need to be updated. IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO ENSURE THAT THE DOSAGE NOTED ON THE CONTAINER IN WHICH THEIR CHILD'S MEDICATION IS STORED IS ALSO AMENDED.

- The Board of Management reserves the right, after due consideration, to refuse the request to administer medication.

Responsibilities of all Staff Members

- Staff members have a professional duty to safeguard the health and safety of pupils. This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Medication must not be administered by any staff member without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of all medication administered in the school will be maintained in the administration of medicines log in classrooms where staff that have been authorised by the Board of Management to administer medication (see Appendix 4).
- 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.
- Parents/guardians should be contacted should any questions or emergencies arise.
- When medication is administered by staff to treat an emergency, e.g. anaphylactic shock, emergency services will be contacted and parents will be notified by telephone.
- Medication will usually be stored in a locked cupboard in the school office. However, where this should pose a hazard (e.g. inhalers or adrenaline auto injectors which may be required urgently) medication will be stored in the child's classroom in their own personal sealed and transparent medical bag labelled with the child's name. Should the child be located in a different classroom for the majority of the school day, the medication will be brought with the child and stored in the new classroom.

Implementation:

Detailed information for school staff to facilitate the safe and effective implementation of good practice according to the guidelines is outlined in this policy and supported by the use of the documentation in the Appendices.

Parents are invited to contact the Principal immediately if they have any concerns about the implementation of this policy in relation to their child's medication.

Feedback from parents/guardians will be carefully considered by the Board of Management.

Success Criteria:

The Principal will audit the medication books at least once a term to ensure that the actual administration of medication complies with the information on the “Request for Administration of Medication – Information and Consent” form.

Timeframe for Implementation:**Early review will be undertaken if:**

- A clinically significant discrepancy is identified between the medication administered and that authorised on the relevant “Request for Administration of Medication – Information and Consent” form.
- Feedback indicates that any aspect of the policy is causing a pupil or other member of the school community undue distress.

Communication, Monitoring and Review:

This policy will be communicated to staff and the school community as appropriate and will be subject to regular review in accordance to the guidelines. A copy of this policy will be made available to the Department of Education and Skills and to the patron if requested.

Signed: *Anthony Mackey*

Date: *14th June 2023*

(Chairperson, Board of Management)

Appendix 1**Medical Condition and Administration of Medicines**

The school will not give your child medicine unless you complete and sign this form, and the Board has agreed that a member of the school staff has of his/her own free will agreed to administer the medicine

Child's Name(s): _____

Address: _____

Date of Birth: _____

Condition or illness: _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name/Type of Medication (as described on the container): _____

Date dispensed: _____ Expiry Date: _____

Storage Details: _____

Dosage: _____

Please Note: Dosage can only be changed on a Doctor's instructions

Full Directions for use: _____

Self-Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency**1. Contact Details**

Name _____

Phone No: (home/mobile _____) (work _____)

Relationship to Pupil:

Address _____

2. Contact Details

Name _____

Phone No: (home/mobile _____) (work _____)

Relationship to Pupil:

Address _____

3. Contact Details

Name _____

Phone No: (home/mobile _____) (work _____)

Relationship to Pupil:

Address _____

I/We request that the taking of Prescription Medicine during the school day is absolutely necessary for the continued wellbeing of my/our child. I/We understand that the medicine must be delivered personally to _____ (agreed member of staff) and accept that this is a service, which the school is not obliged to undertake. I/We understand that I/We must notify the school of any changes in the medicine/dosage in writing and that I/We must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and I/We will have to officially indemnify the Board of Management and staff from any liability that may arise from the administration of the medicine.

Signature: (Parent(s)/Guardian(s): _____

Date: _____

Agreement of Board of Management

I agree that _____ (name of child) will receive _____ (quantity and name of medicine) every day at _____ (time(s) medicine to be administered e.g. lunchtime or afternoon break). This child will be given / supervised whilst he/she takes their medication by _____ (name of staff member). This arrangement will continue until _____ (either end date of course of medicine or until instructed by parents)

Signed: _____

Date: _____

(The Principal)

Signed: _____

Date: _____

(The staff who will monitor/administer medication)

Signed: _____

Date: _____

(The Chairperson of the Board of Management)

Appendix 2

Emergency Procedures

In the event of _____ (Child’s name) displaying any symptoms of medical difficulty, the following procedures should be followed:

Symptoms:

Procedure:

1. _____
2. _____
3. _____

To include: Dial 999 and call emergency services

Contact Parents

Appendix 3

Record for Adminstrating Medicines

For Front of Record Book

Pupil’s Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administrated: _____

Administration Details (When, Why, How?)

Signed: _____ (Parent(s)/Guardian)

Date: _____

To be completed on administration of medicine:

Date & Time	Details of administration e.g. dosage	Administrated by:	Witnessed by:

Appendix 4

Administration of Medicines in School Indemnity

THIS INDEMNITY made the day of 20..... **BETWEEN**

 (lawful _____parents/guardians of _____) of
 (hereinafter called ‘the parents/guardians’) of the One Part
AND.....for and on behalf of the Board of
 Management of Navan Educate Together National School, situated on Commons Road, Navan, Co.
 Meath (hereinafter called ‘the Board’) of the Other Part.

WHEREAS:

1. The parents/guardians are respectively the lawful father and mother of, a pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as.....
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication, viz.
4. The parents/guardians have agreed that the said medication may, in emergency circumstances, be administered by the said pupil’s classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

- a. In consideration of the Board entering into the within Agreement, the parents/guardians, as the lawful father and mother or legal guardian respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the said pupil’s class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein **WRITTEN**.

SIGNED AND SEALED by the parent(s)/guardian(s) in the presence of: __

SIGNED AND SEALED by the said in the presence of:
