

Scoil an Chuilleanaigh

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Non Scholae Sed Vitae Discimus



Scoil An Chuilleanaigh

Cullina National School

Administration of Medicines Policy

Introduction:

The Administration of Medication policy was recently redrafted through a collaborative school process and was ratified by the Board of Management in November 2018

Rationale:

The policy as outlined 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 in our school
- Safeguard school staff that are willing to administer medication
- 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
- 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/Guardians are required to complete a Health/Medication form when enrolling their child/ren in the school. Any teacher administering medicine works under the controlled guidelines outlined below

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of the teaching staff to do so. Under no circumstance 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
- The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. No medicines are stored on the school premises. Parents are responsible for the provision of medication and notification of change of dosage
- 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
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition of a child in their class

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.

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. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines

1. The parents of the pupil with special medical needs 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 1)
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian
4. A written record of the date and time of administration must be kept by the person administering it (Appendix 2)
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. Emergency medication must have exact details of how it is to be administered
7. The BoM must inform the school's insurers accordingly
8. 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
9. All correspondence related to the above are kept in the school.

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

1. Staff dealing with the pupil do not eat nuts or 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.

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 first aid box is kept in the Office

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 facilitated. A child too sick to play with peers should not be in school.

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

Ratification and Review:

This policy was ratified by the BoM in November 2018. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than November 2020.

(Chairman)

27/11/2018

To be completed for any child with a medical diagnosis and/or allergy

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: _____

In the event of _____ (Child's name) displaying any of the following symptoms associated with his/her medical difficulty, the following procedures should be followed -

Symptoms: _____

Procedure:

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

Any other information that we need to know regarding your child's medical condition/allergy

I/We understand that the school personnel do not have any medical training other than First Aid Training. We indemnify the Board of Management of Cullina NS from any liability that may arise from the administration of the medication in the case of an emergency

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____

Appendix 2

Record of administration of Medicines – to be completed by the staff member administering the medication

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered:

Administration Details (When, Why, How)

Signed: _____

Date: _____

Dear Parents/Guardians,

We have updated our Administration of Medications policy. This policy applies to children with a diagnosed medical condition (including asthma) and/or allergies.

Please complete the attached form if your child has a diagnosed medical condition or allergy. If this does not apply to your child, you do not need to take any further action.

Please clearly identify the symptoms that may occur and outline the procedure that we should follow in such an instance.

If there is a medical emergency, we will administer the required medication and follow the procedure as outlined on this form.

If your child was to develop an allergy or a medical condition in future months/years, we request that you notify the school secretary immediately.

All instructions must be in writing, we cannot accept verbal consent to administer medication.

We are not in a position to administer non-prescription drugs such as calpol to any pupil. Children with inhalers should self-administer under the supervision of the teacher/SNA.

All EpiPens will be stored in the secretary's office. It is the responsibility of the parent/guardian to check that the medication is in date.

The health & safety of your child is our priority.

Kindest Regards,

Leona Twiss O'Brien