



O Connell Primary Administration of Medication Policy



An Edmund Rice School

Administration of Medication Policy

Introductory Statement

This document is intended to provide details of the main policies of O Connell Primary School in relation to the Administration of Medicines. It is intended to help parents and guardians understand the environment and approach of our school. This document is regularly reviewed. All feedback is encouraged and welcome

The original Plan was formulated in 2014 and reviewed in 2020. Another review was needed to ensure that the policy aligned with current roles and responsibilities. All staff needed clarification on areas of responsibility and clear guidelines on when it is appropriate or not appropriate to administer medicine

The Administration of Medication Policy should be read in conjunction with other relevant policies – *Health and Safety Policy* – and with the school information booklet.

Rationale & Background

The Board of Management (BOM) has a duty to safeguard the health and safety of children while engaged in school activities. However, teachers and/or SNAs are not obliged to personally undertake the administration of medications. They may, at their own discretion and in co-operation with school management and parents/guardians, agree to administer certain medicines or carry out certain procedures. This will be agreed on a case-by-case basis.

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/ guardians or emergency contacts will be contacted 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 paediatric emergency department at the earliest opportunity. Hence provision for administration of medication for acute illness in school is not deemed necessary.

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 must include measures agreed measures such as self-administration, administration under parent / guardian supervision or administration by designated Staff member.

In addition, parents / guardians must ensure that the Board of Management is made aware in writing of any chronic/long term medical condition which their child is suffering from e.g. Epilepsy, Diabetics, and Allergies. This is to ensure that staff are made aware of symptoms in order that appropriate treatment may be given in emergency situations by appropriate staff. It is the responsibility of the parents/guardians to ensure that this information is reviewed at the beginning of each school year and/or when changes arise in the medical condition.

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 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.

Aim

The aims of this policy are

- To ensure that the needs of children who require administration or procedures of essential medications during the school day are met, in line with best practice.
- To ensure compliance with relevant legislation.

Content

1. Non-prescription medication will not be stored or administered in the school. Pupils are not permitted to carry non-prescription medication in school. If found, such medications will be confiscated, and parents / guardians will be contacted.
2. Prescription medication can only be stored/administered in the school following a written request from the parents/guardians to the BOM. This letter should request the BOM to authorise designated SNAs to administer the medication. In doing so, the BOM must determine if the medication is such that a non-medical person may administer/supervise administration. Please note that the BOM cannot require any staff to administer medication. However, the BOM may request designated SNAs
 - to volunteer and may authorise them to administer the medication and
 - may arrange training if required.
3. This letter 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. Parents /guardians will also be required to provide a signed indemnity form. (See appendix 2).
In a case where the no SNA is available to administer a particular medication/procedure, the parents/guardians will be informed.
4. The BoM 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.

5. If the BoM agrees that the medication may be stored and administered in school, it is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock, and that medication has not passed its expiry date. In the event that medication passes its expiry date without being used, parents/guardians will take responsibility for its safe disposal (usually by returning to their pharmacy).
6. Where possible, medication should be self-administered by the pupil, under SNA supervision.
7. Medication will usually be stored in a locked cupboard in the school office. However, medication for children with diabetes will be stored in their own personal medical bag in their classroom. It will be brought with the child everywhere he / she goes for the duration of the school day.
8. The principal must 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 BoM. However, a change in medication will require a new "Request for Administration of Medication – Information and Consent" form to be filled in. it is the responsibility of the parent / guardian to ensure that the dosage noted on the container in which their child's medication is stored is also amended.

*It is also the responsibility of parents/ guardians to ensure that children understand that **they are not to share their medication with anyone.***

9. When medication is administered to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycaemia etc.) parents / guardians will be notified by telephone.
10. Prescribed medication will only be administered to the child for whom it has been prescribed.
11. Arrangements for administration of medication to each pupil will be reviewed, at least, annually.

Implementation

- Parents / guardians 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.
- The Principal will audit the medication folder at least once a term.
- Feedback from parents/guardians will be carefully considered by the BoM

Timeframe for implementation

January 2023

Timeframe for review

January 2025 or earlier if required

Early review will be undertaken if feedback indicates that any aspect of the policy is causing a pupil or any other member of the school community undue distress.

Ratification and Communication

- This policy was amended by staff at staff meeting on 9th January 2023
- A copy has been circulated to all staff
- The policy will be published on the school website

The Policy has been ratified by the Board of Management on

Chris Pusey

Date: 9/01/2023

Chairperson

Richard Pusey

Date: 09-1-23

Principal

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APPENDIX 1

Request for Administration of Medication –Information & Consent

Child's name _____ Date of birth _____

Name of medication _____ Dosage _____

Under what circumstances should medication be given

Condition for which medication required, _____

Other medication being taken _____

My child CAN ☐ CANNOT ☐ self-administer this medication

GP name _____ Phone no _____

1st Emergency contact _____ Mobile no _____

2nd Emergency contact _____ Mobile no _____

I consent for staff members in the school to administer/supervise

administration of _____, in dosage of _____, to my child
_____ under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school staff, and in the event of an emergency with the GP or other medical personnel. I also consent to the disclosure of this information to the school's insurers if required

Signed _____ date _____

Print name _____

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APPENDIX 2

(APPENDIX 46 from Board of Management Handbook)

ADMINISTRATION OF MEDICINES IN SCHOOLS – INDEMNITY

THIS INDEMNITY made the _____ day of _____ 20_____
BETWEEN _____ (parent /guardian
of _____ hereinafter called parent / guardian of the One Part AND for and on
behalf of the Board of Management of O Connell Primary School School situated at Fitzwilliam Place North, Grangegorman Lower
in the County of Dublin (hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The parent / guardian are respectively the lawful parent /guardian 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.
4. The parent / guardian 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 parents / guardians hereto as follows:

In consideration of the BoM entering into the within Agreement, the parent / 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.

