



Star of the Sea Primary School Administration of Medicines Policy

Introduction:

An Administration of Medication policy has been in existence in the school since 2002. This document is a review of same and was recently redrafted through a collaborative school process.

It was ratified by the Board of Management (BoM) on 27th April 2022

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
- To outline procedures to deal with a pupil with an epilepsy seizure 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 are required to complete a Health/Medication form as part of the application form, when enrolling their child/ren in the school. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so 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. Non-prescription medicines are not stored on the school premises. A small quantity of prescription drugs will be stored securely in the pupil's classroom if a child requires self-administering on a daily basis and parents have requested storage facilities. 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 suffered by any child in their class
- 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.

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 or 3)
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/designated adult
4. A written record of the date and time of administration must be kept by the person administering it (Appendix 4)
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
- 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.

Allergies

The following guidelines are in place with regard to pupils with a Nut and other allergies

Star of the Sea PS is a nut-free school.

1. Staff dealing with the pupil do not eat nuts or any item with nut trace
2. All parents are reminded each year of our nut policy
3. Advise children not to offer or exchange foods, sweets, lunches etc.
4. If going off-site, medication must be carried.
5. Parents must provide the school with an in-date Epi Pen.
6. Parents are asked to demonstrate the use of the Epi Pen to the class teacher, SNA and other relevant personnel.
7. All medication is stored securely in the classroom and the location known by all personnel involved with the class and including the Principal.
8. The Healthcare plans (including location of medication) of allergy sufferers is displayed in the staffroom and a copy in the teachers and SNA files.

In the event the pupil comes in contact with peanuts

1. The healthcare plan is followed
2. Phone the parents
3. If the plan involves administering an antihistamine, it should be done so immediately. It is important that the pupil be kept calm to allow him/her to breathe calmly as s/he 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.
4. Only in the event of **anaphylactic shock** should the Epi pen be administered. If such an event occurs, other pupils are removed from the area.
5. Before or immediately after Pen has been administered, an ambulance must be called.

Shock

Indicators of shock include

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

Epilepsy

The following guidelines are in place with regard to pupils with Epilepsy.

1. An individual healthcare plan, devised by the child's GP, is submitted by parents for their child.
2. The Healthcare plan is followed in the event of a seizure.
3. The healthcare plan is stored with the medication.
4. Parents must provide the school with a professionally labelled (Pharmacy label) dose of the required medication, Buccal Midazolam.
5. The class teacher must keep the medication, Buccal Midazolam, in a secure and accessible place within the child's classroom and ensure its location is known to all trained personnel.
6. Only medication marked clearly with the child's name may be given to that child.
7. The class teacher should check expiry dates and seals once a term. If medication has expired, it is sent home and a replacement requested with child's name on label done by pharmacist
8. The administration of Buccal Midazolam is done strictly by the trained school personnel.
9. A list of trained personnel to administer Buccal Midazolam is displayed in the staffroom, office and given each year to the class teacher
10. Annual review of staff training for the administration of Buccal Midazolam
11. In the event of a substitute teacher he/she is alerted to the child diagnosed with epilepsy in the Class Information Pack.

In the event of an Epileptic Seizure in the school environs.

The child's care plan is followed

Parents are contacted immediately

Other children are removed from the room/yard.

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 with epilepsy, diabetes 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 contact nos are on display in the staffroom.

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.

Each teacher has a basic first aid kit in their yard bag containing plasters, anti-septic wipes, anti-septic bandages, cotton wool. A more comprehensive first aid box is kept in the staffroom.

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. 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. The Safety Officer and the maintenance and replenishment of First Aid Boxes is a post of responsibility within the ISM structure in the school.

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 on _____.

It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2026

Implementation:

The policy has been implemented in the school year 2022/2023

Appendix 1
Medical Condition and Administration of Medicines

Child's Name: _____ Date of Birth: _____

Address: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage details: _____

Dosage required: _____

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

Yes **No**

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

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/her medical difficulty, the following procedures should be followed.

Symptoms:

Procedure:

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

***Dial 999 and call emergency services.
Contact Parents***

Appendix 4
Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____

Appendix 5

Star of the Sea School
Individual Health Care Plan and Protocol for Epilepsy

Name: _____

Name of medication: _____

Dosage to be used: _____

- Administer orally into the buccal cavity (between the cheek and gum)
- Emergency medication should be administered if seizure has not stopped after _____ Minutes.
- Circumstances when a second dose of emergency medication is to be administered:

- Name of second medication: _____
- Dosage to be used: _____
- Administered into the buccal cavity.

AN AMBULANCE SHOULD BE CALLED IF MEDICATION IS ADMINISTERED

PARENT/GUARDIAN TO BE CONTACTED

Signed by G.P. _____