

GAELSCOIL SHLIABH RUA

Administration of Medicines Policy



Introduction

This policy has been in place since the school was opened in 2013. This policy was recently redrafted through a collaborative process involving teachers, staff members and the Board of Management. Directives from the INTO, Managing Chronic Health Conditions in Schools (jointly published with Anaphalaxis Ireland, Asthma Society of Ireland, Brainwave agus Diabetes Federation of Ireland) were consulted as part of this review.

The Board of Management ratified this policy on 2/10/2017.

Rationale:

The policy, as outlined, was put in place to:

- Foster and develop a positive and nurturing environment for any child with a medical condition attending the school
- Provide directions on the management of chronic medical conditions in the school
- Clarify the responsibilities for the administration of medicine to children in the school in cases of both chronic and minor health issues
- Provide guidance on situations where it is not appropriate to administer medicines
- Safeguard school staff who are willing to administer medicines from any possible litigation that may arise from the same.

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 provides clarification in relation to the administration of medicines and 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 Board of Management in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered to children
 - i) in cases of chronic illnesses
 - ii) in cases of minor illnesses, and
 - ii) in case of an emergency

In-School Procedures:

- Parents must provide details of any medical conditions affecting their child on the F2 Application Form and on the Parental Permission Form, for example asthma, diabetes, epilepsy, anaphylaxis, allergies.
- Details of medical conditions affecting children will be kept in the office and these details will be provided to all substitute teachers as required.
- Parental contact and emergency contact details for all children will also be maintained and available in the office
- 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. This does not imply a duty on Teachers personally to undertake the administration of medicines or drugs to pupils.
- No member of staff can be forced to undertake the administration of medicine to any pupil. Where a member of staff agrees to administer medicines to a child in the school, this will be undertaken in accordance with the procedures defined in this policy only.
- Only Medicines prescribed by a Doctor can be administered in the school. Under no circumstances will un-prescribed medicines be administered or stored on the school premises.
- The school generally advocates that medicines are administered outside the school day. Where this is not possible a letter must be provided to the class teacher requesting that they administer medicines to the pupil.
- Medicines will only be administered in school where the teacher in question is satisfied to administer the medicines as per written instructions received from the parent (time amount , requirement to refrigerate medicines etc.). Glass bottles can not be kept in school bags. Medicines will be stored in a locked press in the classroom, at the discretion of the teacher, or in the fridge as required. Medicines will be stored in the office where the teacher is not satisfied that there is a suitably safe place in the classroom.
- 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.
- A letter from a parent requesting that a teacher or any member of staff administer medicines to their child will be accepted as a safeguard against any possible litigation or harm arising from the administration of medicines or drugs.

Chronic Medical Conditions

Where there are children with long-term health problems in school, (e.g. asthma, diabetes, epilepsy, anaphylaxis, allergies) 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.

In addition to this, parents must ensure their child's Teacher is made aware of the symptoms of their child's health problems. The teacher should be made aware of the signs/symptoms of any illness and also informed of any potential triggers e.g. (asthma, diabetes, epilepsy, anaphylactic shock, allergies etc.).

Asthma inhalers will be kept by the pupil. **The child's name and detailed usage instructions must be on the medication. Glass bottles can not be kept in school bags.**

Life Threatening Condition

Where children are suffering from life threatening conditions (e.g. Asthma, Diabetes, epilepsy) 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. 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 the following
 - i) details of the condition
 - ii) written instructions of the procedure to be followed in administering the medication
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
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 Board of Management must inform the school's insurers accordingly

8. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.
9. Copies of all correspondence relating to these cases will be kept in the school

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.

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 staff room containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. Where a child has emergency medication the Teacher must ensure that they bring these medications with them on school tours. They must also ensure that they are returned the appropriate place upon return to school.

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 who is too sick to play with their peers should not be in school.

Roles and Responsibilities:

The Board of Management has overall responsibility for the implementation and monitoring of the school policy on the Administration of Medicines. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Assistant Principal is the Safety Officer and the maintenance and replenishment of First Aid Boxes is a post of responsibility within the middle management 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

In the case of a difference, the Irish version of this policy takes precedence



Gortú Cloigeann – Minor head Injury

Gortaíodh cloigeann do pháiste _____ ar scoil inniu

Your Child _____ had a minor head injury in school today

Am / Time: _____ Áit an Timpiste / Accident place: _____

Sonraí an Timpiste/Brief description of accident: _____

Má tá tú buartha faoi do pháiste, dean teagmháil leis an dochtúr clainne nó téigh chuig an Aonad Timpistí agus Éigeandála

If you have any concerns about your child please contact your GP or the Accident and Emergency Department

The following Information may assist the GP in making his/her assessment of your child:

- Was the child noticed behaving in an unusual way before the injury? YES/NO
- If they fell, how far did they fall? _____
- What did they hit their head against? _____
- Did the child lose consciousness? YES/NO
- How did they appear afterwards? _____
- Did they vomit afterwards? YES/NO
- Was the child observed to have any other problem after the injury?
YES/NO _____

Síniú Múinteoir Ranga: _____

Dáta: _____



Prescribed Medicines

Name/Ainm an Páiste : _____ Rang: _____

Prescribed Medicines: _____

Please provide proper and clearly understood arrangements for the administration of medicines

Instructions Administration, Dosage & Storage: _____

I hereby request that a teacher/ member of staff administer these medicines to my child and accept this as a safeguard against any possible litigation or harm arising from the administration of medicines or drugs.

Signed _____ Date: _____

Chronic Medical Conditions

Teacher - Details of symptoms /potential triggers e.g. (asthma, diabetes, epilepsy, anaphylactic shock, allergies etc.).

In the case of **long-term health problems & Life Threatening Condition** (e.g. asthma, diabetes, epilepsy, anaphylaxis, allergies) Please provide proper and clearly understood arrangements for the administration of medicines to the **Board of Management** along with details of the condition.

Where children are suffering from **life threatening conditions** (e.g. Asthma, Diabetes, epilepsy) 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. If emergency medication is necessary, arrangements must be made with the Board of Management. Parents must write requesting the Board of Management to authorise the administration of the medication in school

Please provide assigned **letter of indemnity** in respect of any liability that may arise regarding the administration of medication.

Emergency Situation: Where children are suffering from life threatening conditions (e.g. Asthma, Diabetes, epilepsy) 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. If emergency medication is necessary, arrangements must be made with the Board of Management.

Copies of all correspondence relating to these cases will be kept in the school



Adminstration of Medicines – Log

Name of Child: _____ Rang: _____

Date: _____

Time of administration: _____

Dosage _____

Administered by: _____

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