



Administration of Medicines Policy for S.N Naomh Treasa

Introduction:

An Administration of Medication policy has been updated by the board of management in November 2024 to reflect the current and future needs of our students. It was ratified by the board of management in November 2024

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
- Fulfill 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 provide relevant medical information 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.
- The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- The medicine should not be kept by the pupil but in an area out of reach of all pupils (an exception to this may be an inhaler where the pupil has been trained to avail of this medication independently).
- The school generally advocates the self-administration of medicine (e.g. inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent.
- With the exception of medication held for emergency situations, medicines are generally not stored on the school premises overnight. However, a small quantity of prescription medication will be stored in a pre-agreed area if a child requires -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. While the Board of Management has a duty to safeguard the health, safety and welfare of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication. Medication in this policy refers to medicines, tablets and sprays administered by mouth only.
- The Epipen is to be administered as per instructions should the need arise. The Board of Management requests parents to ensure that teachers be made aware in writing at the start of each academic year of any medical condition suffered by their

child. This information should be provided at enrolment, or at the development of any medical condition at a later date.

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.

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

1. Advise children not to offer or exchange foods, sweets, lunches etc.
2. If going off-site, medication must be carried.

Procedure for dealing with diagnosed nut Allergy

- **Allergy Information:**
Ensure that all staff (teachers, support staff, and lunchtime staff) are informed of students with known nut allergies. This information should be kept confidential but accessible in a safe place, such as a staff room or school office.
- **Parental Communication:**
Parents or guardians of students with nut allergies must provide written confirmation of their child's specific allergy, including the type of nuts (e.g., peanuts, tree nuts).

- **Student Awareness:**

Educate students in an age-appropriate manner about nut allergies, the potential severity, and how they can help by not sharing food.

Action Plan for Exposure:

Each child with a nut allergy should have an Individualized Health Care Plan, which includes specific instructions on what to do in case of exposure.

Symptoms to Watch for:

These can include swelling, rash, difficulty breathing, stomach pain, vomiting, dizziness, and loss of consciousness.

Administer Medication:

Ensure that the child has access to their prescribed emergency medication (e.g., epinephrine auto-injector). Teachers should be trained on how to administer the medication if required.

Contact Emergency Services:

In the event of an allergic reaction, immediately call emergency services (112 or 999). Inform them of the nut allergy and the symptoms

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 each individual classroom containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

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 deputy principal manages the replenishments of the first aid boxes.

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 January 2025 . It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2027/2028 school year

Implementation:

The policy has been implemented since January 2025

Appendix 1

Medical Condition and Administration of Medicines

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: _____

Medical Condition:

Prescription Details:

Storage details:

Dosage required:

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

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 medical difficulty, the following procedures should be followed.

Symptoms: _____

Procedure:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

To include: 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: _____