

## Moneystown National School



### ADMINISTRATION OF MEDICINES POLICY

#### **Introduction:**

The Administration of Medication policy was reviewed in May 2020 through a collaborative school process. The policy was then reviewed by the whole staff in August 2022 and was ratified by the Board of Management in September 2022.

#### **Rationale:**

- To set out a procedure for administering medication by staff members under the authorisation of the Board of Management.
- To inform fully the school community of procedures for administering medication to pupils with recognised health problems.
- To clarify the responsibility of parents, BOM, principal, teachers, staff and children regarding the giving of medicines.

#### **Relationship to School Ethos:**

In line with the school ethos, children with medical conditions are encouraged to engage to the maximum possible extent in school activities. When administration of medicine is required to facilitate inclusion of children with medical conditions, every effort will be made to accommodate the children's needs in line with the provisions below.

#### **Aims of this Policy:**

The aims and objectives of the policy can be summarised as follows;

- To ensure that the needs of children who require administration of essential

medicines during the school day are met.

- To protect staff by providing a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians.
- Fulfil the duty of the BOM in relation to Health and Safety requirements

## **IN-SCHOOL PROCEDURE**

The Board of Management has a duty to safeguard the health and safety of children while engaged in school activities. However, teachers are not obliged to personally undertake the administration of medicines.

Administration of medicines at school should be kept to a minimum. Children who require medication for a specific short term illness (e.g. antibiotics) or, are acutely ill should not attend school until the illness has resolved and following medical advice, are capable of full participation in class and school activities. In the event of a child becoming acutely ill during the course of the school day, parents or emergency contacts will be notified to respond to the child's condition.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the B.O.M requesting the Board to authorise a member of the teaching staff to do so and submitted the Administration of Medicines form (Appendix 1)
- Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, by the parent, with clear written instructions for the administration, giving the name of the pupil.
- 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 further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school by completing the Letter of indemnity (Appendix 2)
- The Board of Management will inform the school's insurers accordingly.

- Under no circumstance will non-prescribed medicines be either stored or administered in the school. This includes cough sweets/throat lozenges, cold-sore creams or other pharmaceuticals.

### **CHILDREN WITH LONG- TERM MEDICAL CONDITIONS**

- When enrolling a child in Moneystown NS, the Board of Management requires parents/guardians give written details 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.
- Where a child is in need of medication, the parents must outline clearly in writing when medicines must be administered, what can/cannot be done in a particular emergency situation with particular reference to what may cause a risk to a child. The parents will give written permission for the administration of the prescribed medication and will sign an indemnity letter. This information will be kept in the pupil's file throughout the child's time at school.

### **When a child's medical condition necessitates ongoing monitoring and may involve the administration of emergency medicines during school hours the following practice will prevail:**

- Parents will facilitate professional training from relevant professionals for the staff on the illness, symptoms, and the administration of medicines
- The "twinned" teachers / staff members will also be familiar with the child, the condition and receive professional training.
- All staff will be made aware of the child and his/her condition and how medicines should be administered.
- Specialist medicines will be stored in the administrative office in an easily identified box with child's name clearly printed on the outside, which will also hold administration instructions, emergency phone numbers, G.P.'s phone number
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.

- It is the parents' responsibility to update the BOM and staff on training information, medicines, changes in the child's condition etc.

### **The Board of Management will:**

- Give specific authorisation in writing to members of staff who are willing to administer medication.
- Require an indemnity from parents in respect of any liability that may arise regarding the administration of medicines.
- Liaise with parents in providing training /instruction for teachers on the administration of specialist medicines
- Inform the school's insurers accordingly
- Review the policy every 24 months.

### **The Principal will be responsible for**

- Putting this policy into practice and making the school community aware of the policy
- Ensuring that all staff are aware of children with acute conditions
- Arrange for the administration of medicines, allocation of child to "twinned teacher" in the event of the authorised teacher being absent
- **Review the Administration Of Medicines Folder and update forms annually in consultation with parents**

### **Role of the Teacher:**

No teacher will be obliged to either administer medicines or to supervise children taking them. When medicines are administered the teacher will

- Exercise the standard of care of a reasonable and prudent parent.
- Be responsible for ensuring that written records are kept and communicated to parents/guardians as specified below.
- *Each entry in the Administration of Medicines Book (Appendix 3) will include:*
  - *Name of child, date and time*
  - *Medicine and dose administered,*
  - *Reason for administration, any additional comments as necessary.*
  - *Name and signature of the person administering,*

- Each entry will be counter-signed and dated by either Principal or Deputy Principal.

- The original record will remain in the *Administration of Medicines Book* and a copy of the record will be sent to parents on request.
- When a medicine is administered by staff to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycaemia, etc), parents will also be notified by telephone or email.

### **It will be the parent's responsibility to**

- Request the Board of Management in writing to authorise a member(s) of staff to administer medicine at the time of admission to the school and complete and return the letter of indemnity. (Appendix 1)
- **Meet with class teacher and the principal and inform them in writing, at the beginning of each year, of the child's medical condition, symptoms and appropriate treatment and how to minimise risk to the child.**
- Give permission for their child to be taken to the hospital/doctor in the case of a medical emergency, at the teacher's or principal's discretion.
- Update and renew the request for administration of medicine at the beginning of each school year to the Board of Management.
- Write a letter requesting changes in dosage or time of administration.
- Ensure that, as far as is possible, all the medical and nutritional needs of the child are attended to before presenting the child for school.
- Supply the medication and check that it is in date, dispose of out-of-date medicines.
- Request an *Administration of Medicines* record from the school.
- Ensure that medicines are clearly labeled with child's name, parents' phone numbers, name and dose of medicine and frequency of administration,

### **Children will**

- Know where their medicines are stored.
- As they get older and more mature it may become appropriate that children take more responsibility for the administration of their own medicines i.e. self-administered when possible, under the supervision of an authorised adult.

## **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 help will be obtained or an ambulance will be called 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.*
- 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.

## **Roles and Responsibilities**

The B.O.M. has overall responsibility for the implementation and monitoring of the school policy on Administration of Medicine. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Deputy Principal is First Aid officer and forms part of the post of responsibility under the middle management structure of 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 B.O.M on 27<sup>th</sup> September 2012 and the latest review was in September 2022. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions but no later than September 2022.

**Success Criteria:**

This policy will be implemented by all stakeholders (BOM, school staff, parents and pupils) to ensure the health and well-being of pupils with additional medical needs.

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**John Byrne**  
Chairperson, Board of Management

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**Anne – Marie Morris**  
Principal



**Appendix 1**



**Medical Condition and Administration of Medicines Request Form**

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:**

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

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**Any other Action required?:**

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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**

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Parent/Guardian

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Parent/Guardian

Date

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## Appendix 2



### Moneystown National School

#### LETTER OF INDEMNITY

1. 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.
2. I/We understand that the school has limited facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in as required. In the event of certain specific medicines being stored, the expiry date is the responsibility of the parents.
3. 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.
4. I/We acknowledge that the above facility provided by the School is on a purely voluntary basis and without any obligation whatsoever on the part of the school.
5. In consideration of the School facilitating me/us as stipulated in paragraph 1 above, I/we hereby indemnify The Board of Management of Moneystown National School in respect of all losses, claims, demands, actions or proceedings whatsoever arising under any statute or common law in respect of personal injury or injury of any nature whatsoever arising out of or in the course of or caused directly or indirectly be the storage of the said medication by or at the School and/or application of the said medication to my/our child.

6. 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 3



## Administration of Medicine Record

*\*\*This form is to be completed by all school personnel when administering medicine to a pupil.*

<b>Name of Child</b>	
<b>Date</b>	
<b>Time</b>	
<b>Reason for Administration</b>	
<b>Name of person administering medicine</b>	
<b>Signature of person administering medicine</b>	
<b>Principal/ Deputy Principal's Signature</b>	