

## **Administration of Medication Policy**

This policy on Administration of Medication was drafted by the staff of Scoil an Athar Tadhg in June 2004. It was reviewed in Nov 2007 and again in April 2010. Further amendments to the Appendices were made in April 2011. The policy is formulated in accordance with guidelines issued by the Primary School's Managerial Bodies and the INTO. It was presented to the Parents Association and the Board of Management for input and was amended to reflect the views of those agencies.

### **Introduction:**

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

The Board of Management requests parents to ensure that teachers and the Principal be made aware in writing of any medical condition affecting their child. This information should be provided at enrolment or at the development of any medical conditions at a later date. Information provided at a later date shall be appended to all copies of the pupil's enrolment form.

### **Policy Content:**

#### **1. Procedure to be followed by parents who require the administration of medication for their children:**

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication. (see Appendix 1)
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. (see Appendix 1)
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to the authorised staff member and for ensuring that an adequate supply is available. Children are *not* permitted to carry medication in to school or to retain medication in their possession during school hours. (Exception: Children in 2<sup>nd</sup> - 6th class may carry and retain asthma inhalers if required).

- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board shall inform the school's insurers accordingly.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

## **2. Procedures to be followed by the Board of Management**

- The Board, having considered the matter, may authorise staff members to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised persons are properly instructed on how to administer the medication.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- The Board shall inform the school insurers accordingly
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

## **3. Responsibilities of Staff Members**

- No staff member shall be compelled to administer medication to a pupil.
- Any staff member who is willing to administer medication should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members shall exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration shall be kept. (Appendix 2)

- In emergency situations, staff should do no more than is obviously 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 possible time.
- Parents shall be contacted should any questions or emergencies arise.

### **General**

- The Principal shall inform all teachers of any medical condition that may require particular attention.
- Non-prescription medicines shall neither be stored nor administered to pupils in school.
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management. Where a child's doctor informs Principal verbally (by phone) that administration of medication must commence immediately the Principal shall comply with this request but shall require the appropriate forms to be filled out as soon as possible. These forms shall be backdated to the date of first administration of the medication.
- Prescribed medicine will be kept in a secure cupboard in the office out of reach of pupils.
- Certain medicines, such as inhalers used by asthmatic children, which must be readily accessible at all times of the school day shall be retained and administered by the class teacher or other authorised staff member. Alternatively, the medication may be administered by the child under supervision of an authorised staff member. Inhalers are not to be retained by children from Junior Infants to 1st class as they may pose a risk to other pupils. Inhalers may be retained by children from 2<sup>nd</sup> - 6<sup>th</sup> class.
- The medicine shall be self-administered if possible, under the supervision of an authorised adult.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Where permission has been given by the Board of Management for the administration of medication 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. All medicines should be clearly labelled.

- Changes in prescribed medication (or dosage) shall be notified immediately to the Class Teacher and Principal with clear written instruction of the procedure to be followed in storing and administering the new medication.
- Where teachers have been given medication to administer in cases of emergency e.g. adrenaline in case of anaphylaxis, this medication should be the smallest dose possible to ensure recovery until a medical expert can take over. At no time should an emergency dose be such that it could harm the child if inappropriately administered. Confirmation of this shall be obtained in writing from the medical practitioner responsible for the child before the school will agree to hold such life saving medication in its care.
- Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, that staff/teachers be made aware by parents how to identify the symptoms in order that treatment can be given by an appropriate authorised person if necessary.
- In administering medication to pupils, school personnel shall exercise the standard of care of a reasonable and prudent parent.
- The Board of Management, when enrolling a child, shall ask parents for a letter of permission to bring their child to hospital / doctor at the teacher's / principal's discretion. This letter shall be kept on file. If it is necessary to bring a child to a doctor or hospital every effort shall be made to make contact first with the parent or guardian. It is advisable that each teacher has a record of telephone numbers where parents can be contacted both at work and at home. In the case of an emergency, teachers should use their best judgement in the particular situation.

### ***Roles and Responsibilities***

The principal will co-ordinate the progress of the policy, encourage and accept feedback on its implementation and report back to staff, parents and pupils.

### ***Communication***

This policy was presented to the Parent's Association for input in March, 2010. Parents may obtain a copy of the ratified policy through the Parents Association or it may be viewed at the school by appointment with the Principal.

***Implementation***

The policy is fully implemented since September 2010.

***Timeframe for review***

The policy will be reviewed every two years.

***Ratification***

This policy was ratified by the Board of Management of Scoil an Athar Tadhg at its meeting on May 11<sup>th</sup>, 2011.

It was reviewed and amended to reflect changes to policy on pupils retaining inhalers (on advice of Asthma Society) in 2014 and ratified by BOM on March 15<sup>th</sup>, 2015

**Ratified by Board of Management**      March 15<sup>th</sup>, 2015

**Signed**

  
**Chairperson, BOM**

**Appendix 1: Administration of Medication to Students**  
**Request to Board of Management of Scoil an Athar Tadhg**

I / We, the parent(s) / guardian(s) of (Child’s Name) ..... request the Board of Management of Scoil an Athar Tadhg to allow authorised members of staff to administer and/or supervise the administration of medication to my child (named above). I enclose a letter from Dr. ....stating:

- (a) Why the medication is needed (b) Dosage to be administered
- (c) Name of medication (d) Time the medication should be administered.

Should there be any change in medication, I/we will write to the Board of Management before this change takes place to notify them of same.

I /We understand that the school’s insurers shall be notified of this arrangement.

I /We understand that no school personnel have any medical training and I/We indemnify the Board of Management in respect of any liability that may arise regarding the administration or non-administration of the medication.

**Emergency Contact Details:**

Please supply the following details in the event that you need to be contacted. Please list these in order of preference, i.e. 1. First person to be contacted; 2. Second person to be contacted. etc.

Name	Relationship to the child, e.g. Mother, father, aunt, childminder	Telephone number/s
1.		
2.		
3.		

Signed:

Signed:

.....  
Parent / Guardian

.....  
Parent / Guardian

<p><b>Office Use Only:</b>  <b>Please note: Medication will NOT be administered without the signature below</b></p>
<p>Signed: _____                  Representative of the Board of Management</p>

***Administration of Medication to Pupils***  
**To be completed by the Doctor who prescribed the medication**

Dear Dr. \_\_\_\_\_

In accordance with the policy on administration of medication of Scoil an Athar Tadhg please complete the form below providing information regarding medication which is to be administered to the pupil/s named below **during school hours.**

The parents /guardians of ..... have been asked to return the information to the school and to advise of any changes to this regime in the future.

Many thanks for your co-operation in this matter.

Yours Sincerely

*Cormac Duggan*

\_\_\_\_\_  
Principal

**To be completed by Doctor Prescribing Medication**

Name of Patient: .....

Name of Medication: .....

Why is this medication required: .....

Time medication should be administered: .....

Dosage to be administered: .....

Additional Information (e.g. to be taken after meals)

.....

This medication is to be administered until further notice Yes  No

**Signed: Dr.** .....

**Date:** .....

