

St. Andrew's N.S.



Administration of Medication in School

This policy should be read in conjunction with all other school policies.

Policy Ratified

6th July 2021

Aims of this Policy:

- Clarify areas of responsibility
- 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:

- The Board of Management (BOM) requests that parents should explore every avenue possible for the taking of medication outside of school hours or nominate a person to come to the school to facilitate the administration of the medication.
- 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 of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent.
- 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 informed in writing each year of any medical condition suffered by their child.
- The Board of Management will endeavour to provide specific training for staff involved in administering medication to pupils in their class.

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. 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.
3. Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal/ Deputy Principal.
4. **Where possible, parents should leave medication in school which will remain in date for the entire school year.**
5. A written record of the date and time of administration must be kept by the person administering it
6. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school, kept in date and replenished when necessary
7. Emergency medication must have exact details of how it is to be administered. In cases such as these the school may require written instructions from a medical practitioner.
8. The BoM must inform the school's insurers accordingly.
9. 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. **(Appendix 2)**
10. All correspondence related to the above are kept in the school.

Pupils With a Nut Allergy

1. In so far as is possible, we endeavour to achieve a nut free school environment. Staff dealing with the pupil endeavour to avoid eating nuts or any item with nut trace
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts:

- Indicators of shock include: Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.
- It is important that the pupil be kept calm to allow him 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.
- Only in the event of anaphylactic shock should the pen be administered. Pen is stored in the office medical cabinet and in the bottom drawer of the teacher's desk – both clearly labelled.
- Before or immediately after Pen has been administered, an ambulance must be called.

(Please note that Asthma is covered under our Asthma Policy)

Roles and Responsibilities:

The BOM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal/ Deputy Principal is the day to day manager of routines contained in the policy with the assistance of all staff members.

Ratification and Review:

This policy was ratified by the BoM on 6th July 2021. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2023.

Signed:



(Chairperson BOM)

6th July 2021

Appendix 1



Scoil Naomh Aindriú

St. Andrew's N.S.
Newcourt Road, Bray, Co. Wicklow
Telephone: (01) 2867161
Email: info@standrewsbray.ie
Uimhir Rolla – 13597M



Request for Administration of Medication – Information and Consent

Child's Name _____ Date of Birth _____

Medical Condition: _____

GP Name/Phone: _____

Name of Medication: _____

My child CAN/CAN NOT self-administer the medication

As the parent/ guardian, I will ensure that medication left in school is in date.

In the event of _____ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Symptoms: _____

Procedure:

1. _____
2. _____
3. _____
4. _____

I consent for staff members in the school to administer/supervise administration of
to my child _____ under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school staff, and in the event of an emergency with the GP or other medical personnel. I also consent to the disclosure of this information to the school's insurers if required.

Signed _____ Date _____

Print name _____

Appendix 2



Scoil Naomh Aindriú

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Telephone: (01) 2867161
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ADMINISTRATION OF MEDICINES IN SCHOOLS – INDEMNITY

THIS INDEMNITY made the _____ day of 20____ BETWEEN

_____ lawful father and mother of _____

(hereinafter called 'the parents' of the One Part AND for and on behalf of the Board of Management of St. Andrew's National School situated at Newcourt Road, Bray in the County of Wicklow (hereinafter called 'the Board') of the Other Part.

WHEREAS

1. The parents are respectively the lawful father and mother of _____ a pupil of the above school
2. The pupil suffers on an ongoing basis from the condition known as _____
3. The pupil may while attending the said school, require in emergency circumstances, the administration of medication, viz.
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HERBY AGREED by and between the parents hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future arising from the administration or failure to administer the said medicines.