



Administration of Medicines Policy

Introduction:

This policy was drafted through a collaborative process involving staff, parents and the Board of Management of St.Patrick's N.S., Ballinamuck, Longford.

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

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
- 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 complete a section on Health/Medication in the application form when enrolling their child/ren in the school. A colour coded system on Aladdin allows the teacher to see, immediately, which children have a medical condition – red symbol attached to child. 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 staff to do so. These medicines will then be stored in the most practical location following discussion between the class teacher and parent. Where to store medicine will also take into account any recommendation from a medical practitioner. Medicine at all times must be out of reach of children unless recommended to be on

their person or in their school bag (e.g an inhaler) A record sheet of administration to be completed. Under no circumstance will non-prescribed medicines be either stored or administered in the school.

In general, medicines will be administered by the parents/guardians outside of school hours

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 small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administration on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage

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 made aware in writing of any medical condition suffered by any child in their class

This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs. Should a teacher not wish to administer medicine an SNA will take on the responsibility under care needs or alternatively there must be a plan in place.

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.

Guidelines for the Administration of Medicines

The parents of the pupil with special medical needs must inform the Principal, on behalf of 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)

Parents must write requesting the Principal, on behalf of the Board of Management, to authorise the administration of the medication in school

Where specific authorisation has been given by the Principal, on behalf of the Board of Management, for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult

A written record of the date and time of administration must be kept by the person administering it (Appendix 4)

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

Emergency medication must have exact details of how it is to be administered

The BoM must inform the school's insurers accordingly of medication for life threatening conditions

Medicines

Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

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. but this may be necessitated depending on the medical condition.

Children should be responsible for their own medication with due regard to the age of the child.

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.

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

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.

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

This policy was reviewed and ratified:

Date presented to staff 11/5/26

Date presented to Board of Management 20/5/26

Principal:  Date: 20/5/26

Chairperson: Mary McKenna Date: 20/5/26

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

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: _____

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: _____

