

# **St. Mary's National School**

## **Administration of Medicines and Emergency Care Policy**

### **Introduction**

This policy was drafted through a collaborative school process involving the staff, pupils, Parent's Association and Board of Management of St. Mary's NS. 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. References in this policy to "parent" and "parents" include legal guardians of the relevant child.

### **Aims and Objectives**

This policy was put in place to:

- Facilitate attendance at school of children with medical conditions
- Give clear guidance about situations where it is appropriate to administer medicines
- To minimise health risks to children and staff on the school premises
- Clarify areas of responsibility
- Outline procedures to deal with a pupil with a chronic illness or allergy/allergies in our school
- Safeguard school staff that are willing to administer medication
- To fulfil the duty of the Board of Management in relation to Health and Safety requirements
- To 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
- Comply with insurance guidelines

### **General Principles**

The following general principles should be noted and observed.

(a) A pupil who is sick and clearly unwell should not be in school. In such circumstances the Principal is within her rights to ask the parents to keep the pupil at home.

(b) The overriding concern must always be the pupils' health and welfare.

(c) As professional educators, teachers implement and maintain professional standards of care for their pupils, but teachers are not medics. A teacher has no contractual duty to administer medication and cannot be required to do so. Administering medication is a voluntary act by teachers.

## **Procedures:**

### **A. Correspondence to Principal and Class teacher**

1. Parents are required to complete an Emergency Information Form at the start of each school year, providing emergency contact details and informing the school of any medical condition from which their children may suffer.
2. Parents of children who have, or develop a medical condition which may require administration of medication or emergency care during school hours, must request and return a Medical Condition and Administration of Medicines Form including a medical certificate from the child's registered general practitioner (Appendix 1) to the Principal. This form must contain all necessary details of the condition and written instructions of the procedures to be followed when administering the medication, the name and the exact prescribed dosage of the medication. 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.
3. Following consideration, the Board of Management has determined to delegate the administration of this policy to the Principal who, is authorised by the Board to authorise the administration of medication in school.
4. Parents are further required to provide a letter of indemnity to 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.
5. In addition, parents are obliged to ensure that their child's class teacher is made aware in writing of any medical condition suffered by any child in their class and provide a copy of such notification to the Principal.
6. All correspondence related to the above will be kept in the school office and details relating to the administration of medicine to individual children will be maintained in the classroom of the relevant children. In notifying the Principal of their child's medical condition and medication requirements parents are providing their consent to the maintenance and processing of the related personal data for the purpose of administration of this policy and associated procedures.

### **B. Provision of Medicine to the School**

Parents are responsible for ensuring:

1. Full instructions are provided to the School for administering the medicine. This is satisfied either by the parent confirming that it is necessary for the child to have medicine during school hours, and giving clear instructions on how and when it is given and what the dosage is or providing a doctor's certificate to this effect. In any case a doctor's certificate confirming the medical condition and that it is necessary for medicines to be administered during school hours will be required.
2. The medicine will be delivered personally to the Principal or the Class Teacher by the parent, not by the child; it will be stored in accordance with internal arrangements as determined by the school.

3. The medicines are clearly labelled with the child's name, date, contents, dosage and instructions regarding storage. The original container supplied by the GP or pharmacist must be delivered to the School;

### **C. Administration of Medicine**

1. Under normal circumstances\* no oral medicine or tablets will be administered by the staff. This includes medicines which have been prescribed by your own doctor for your child. If a child is ill enough to require medicine while in school, he/ she should remain at home until the treatment is completed.

\*If your child has a chronic illness, 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. Where it is not possible for a child to self-administer, a member of staff authorised by the Principal in the exercise of the authority delegated by this policy, may administer the medication in accordance with such procedures as may from time to time be specified by the Principal in exercise of the authority delegated by this Policy. The Principal maintains a list of members of staff authorised to administer medicines and is authorised by the Board of Management to amend that list and otherwise delegate authority relating to the administration of medicines to staff members as she deems appropriate having regard to the welfare of the child concerned.

2. No teacher is obliged to administer medicine or drugs to a pupil and any staff member willing to do so works under the controlled guidelines outlined below:
  - (i) Parents of children with a chronic illness which requires or may require the administration of medicine on school premises within school hours are obliged to submit a duly completed and signed Medical Condition and Administration of Medicines form (Appendix 1), at the beginning of every school year, to the Principal requesting permission for the administration of medicine during the school day, and outlining the procedure/action required. Where children are suffering from life threatening conditions, parents should outline clearly, in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.
  - (ii) Staff are not obliged to undertake these responsibilities. Teachers willing to administer prescribed medicine to or supervise self-administration of prescribed medicine by children will do so under the authority of and in accordance with such procedures as may from time to time be specified by the Principal. The Principal will inform the school's insurers of staff so authorised accordingly. The teacher administering or supervising the administration of medicine will record the name of the child and the date and time of administration in the Record of Administration of Medicines (Appendix 3) which is maintained in the relevant child's classroom under supervision of the relevant teacher.
  - (iii) Parents/guardians are responsible for ensuring that adequate supplies of up-to-date medicines are available. The medicines will be kept out of reach of pupils in the school.
  - (iv) It is the parent/guardian's responsibility to ensure that the required medication goes on any field trips/tours with the child.
  - (v) Arrangements will be made for the administration or supervision of administration of medication as the case may be, in the event of the Class Teacher's absence.

3. Staff members will record in writing any medication administered on the Record of Administration of Medicines, which is kept in the child's classroom (Appendix 3).

- (i) The prescribed medicine must be self-administered if possible, under the supervision of an authorised staff member if not the parent
- (ii) Staff members in the school will only administer prescribed medication when arrangements have been put in place as outlined above
- (iii) Staff members must not administer any medication without the specific authorisation of the Principal acting in accordance with the authority hereby delegated.
- (iv) It is recommended that children do not keep medication in bags, coats, etc.
- (v) Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

**D. The following specific guidelines are in place with regard to pupils with a Nut Allergy**

1. Where a child in a class has a nut allergy, the parents of all the children in the class will be informed of this situation and they will be asked to refrain from sending food containing nuts in lunches.
2. Children are advised not to offer or exchange foods, sweets, lunches etc.
3. A child's medication will travel with the teacher should the child be leaving the school environs on a field trip/school tour.

**Parents are advised the school cannot ensure nor is it responsible to ensure the guidelines above are observed or followed by parents or children.**

**Emergency Care:**

In the event of an emergency, an ambulance will be called at the earliest opportunity and parents/guardians will be contacted.

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. Parents are responsible for ensuring the school has up to date contact details at all times.

**Roles and Responsibilities and Review of Policy:**

The Board of Management has overall responsibility for the implementation and monitoring of the school's Administration of Medicine and Emergency Care Policy. This Policy will be reviewed annually.

## **Ratification**

This policy was ratified by the Board of Management on \_\_\_\_\_.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson Board of Management

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Principal, Secretary Board of Management

## Appendix 1

### Medical Condition and Administration of Medicines\*

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

### Emergency Contacts

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Prescription Details: \_\_\_\_\_

Storage details/requirements: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Is the child to be responsible for taking the medication him/herself? \_\_\_\_\_

## **Symptoms /Emergency Procedure/Action Required**

In the event of \_\_\_\_\_ displaying one or more of the symptoms listed below, the following procedures should be followed:

### **Symptoms:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### **Procedures**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Please confirm what other action, if any, apart from administering medication, may be needed, and if so, at what times or in what circumstances:**

### **Authorisation and Indemnity:**

I/We request and authorise the Principal of St Mary's National School, acting under the school's Administration of Medicines and Emergency Care Policy as approved by the Board of Management to authorise the administration or supervision of the administration of Prescription Medicine to my child as named above during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand that we must inform the Principal and Class Teacher of any changes of medicine/dose in writing and that we must inform the Class Teacher at the commencement of each school year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we agree to indemnify and hold harmless each of St Mary's National School, its Board of Management, Principal and staff from any claim, demand, expense or liability that may be made against or arise from the administration of this policy and in particular the administration or supervision of the administration of medication under this policy.

Signed: \_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_

**\*Please complete this form in duplicate and return one copy to your child's class teacher and the other to the school office.**

**THIS CONFIRMATION IS NOT VALID WITHOUT AND IS REQUIRED TO ATTACH A MEDICAL CERTIFICATE FROM A REGISTERED GENERAL PRACTITIONER CONFIRMING THE MEDICAL CONDITION SPECIFIED ABOVE AND THAT THE MEDICINE SPECIFIED ABOVE IS PRESCRIBED AND THE ADMINISTRATION OR SUPERVISION OF ADMINISTRATION OF THE MEDICINE SPECIFIED ABOVE IS NECESSARY DURING SCHOOL HOURS.**



## Appendix 2

### Allergy Details

Type of Allergy: \_\_\_\_\_

Reaction Level: \_\_\_\_\_

Symptoms: \_\_\_\_\_

\_\_\_\_\_

Medication: \_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Administration Procedure (When, Why, How)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 3

### Record of administration of medicines

Pupil's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

[illegible]