

ADMINISTRATION OF MEDICINES/PROVISION OF MEDICINES POLICY

Aims:

To clarify procedures and inform all of the School Community

Rationale:

This policy was reviewed in June 2008, October 2010, September 2012, April 2016 and November 2018, March 2021, October 2022. Current review: June 2025.

Procedures:

It is recommended that:

Any pupil who has a contagious infection or is in need of receipt of medication during school hours, on a short-term basis, may find that home is a more suitable environment, than school, during recuperation.

As a general rule, teachers will not be involved in the administration of medication to pupils. No staff member (teacher, Special Needs Assistant (SNA) etc.) can be required to administer medicine or drugs to a pupil.

No pupil may have medicines on the school premises, or use same. Any pupil needing medication or possibly needing medication on school premises must inform the School Manager in writing. Medication is not held in the school other than that prescribed for specific children.

In exceptional circumstances, where a teacher/designated person agrees to become involved in the administration of prescribed medication, it should be noted any teacher who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe and under the authorisation of the Board of Management. It is wise to limit this willingness to emergency situations only. A teacher who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibilities correctly. Every reasonable precaution must be taken. **Clear written instructions about medicines requiring regular administration or occasional administration must be obtained and strictly followed.**

Note: All medicines to be taken on school grounds, whether self-administered or administered by the school (if the school agrees to do so), must be arranged for in advance and must be provided in their original pharmacy container, including the child's name and doctor's instructions.

The school will not administer medicines unless a physician's written and signed authorisation including complete instructions, is attached to this form.

The procedure to be followed is that:-

1. The parent(s)/guardian(s) of the pupil concerned should write to the Chairperson of the Board of Management requesting him/her to authorise a teacher/teachers, or other designated person to administer the medication, on the school premises.
2. The request should also contain written instructions of the procedure to be followed in administering the medication, and the circumstances under which it is necessary to do so.
 - Parents put in writing request to administer medicine which will include child's name, medication, parent/s signatures. A letter from the child's physician must accompany this request which will include the child's name, exact dosage and time of administration.
 - Parents are responsible for provision and availability.
 - Changes in dosage or time to be notified in writing.
 - Request must be renewed at start of each year.
 - Record of administration to be kept in office
3. The Board of Management, having considered the matter may authorise the teacher/designated person to administer medication to a pupil. If the teacher/designated person is so authorised he/she should be properly instructed by the School Manager.
4. A teacher/designated person will not administer medication without the specific instructions of the Board of Management.
5. In administering medication to pupils, teachers/designated person will exercise the standard of care of a responsible parent.
6. The Board of Management will inform the school's insurers accordingly.
7. The Board of Management will seek an indemnity from the parent/guardian in respect of any liability that may arise regarding the administration of medication (form from CPMSA Handbook to be completed, available from Principal).
8. The Board of Management will set out storage of medicine for each individual pupil. It will be arranged according to the requirements, taking into account the age and needs of the child concerned, the level of access required, personnel involved, and circumstances guiding the use of the medication.
9. Where the above procedure is put in place, the Board of Management will give consideration to authorising the other member of staff to administer the medication in the event that the regular teacher is absent from school.
10. Storage of medication, and responsibility of parents re supply and supervision of medications will be determined on an individual basis.

It is the parents and child's responsibility to have medication/nutritional needs/equipment, etc. in the child's possession when they are going on all school activities outside the school premises, e.g. swimming, tours, sports blitz, etc.

Arrangements should be also be made for the safe storage of medication and procedures for the administration of medication in the event of the authorised teachers absence. It is the parents' responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.

In emergencies, teachers should do no more that is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment will be secured in emergencies at the earliest opportunity in so far as is possible.

Where possible schools should request that medical practitioners would arrange times for medication so that they don't coincide with school times.

Teachers should be made aware in writing of any medical condition suffered by any children in their class. Children who have epilepsy or diabetes or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person is necessary.

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 should be obtained in writing from the medical practitioner responsible for the child before a school would agree to hold such life-saving medication in its care. Where possible, injection needles should not be held on the premises and anapen type injections should be used. We have a medical waste disposal box for used needles on the school premises and when full, this will be disposed of in the proper manner

Where children are suffering from life threatening conditions such as the above, parents should outline clearly in writing and complete an indemnify form from the School Manager, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.

Review: This policy will be reviewed as necessary, but at the very latest October 2028.

RATIFICATION

This policy was ratified on _____

Signed: _____

Mrs Mary Duignan, Chairperson, Board of Management, Scoil Mhuire, Clondra