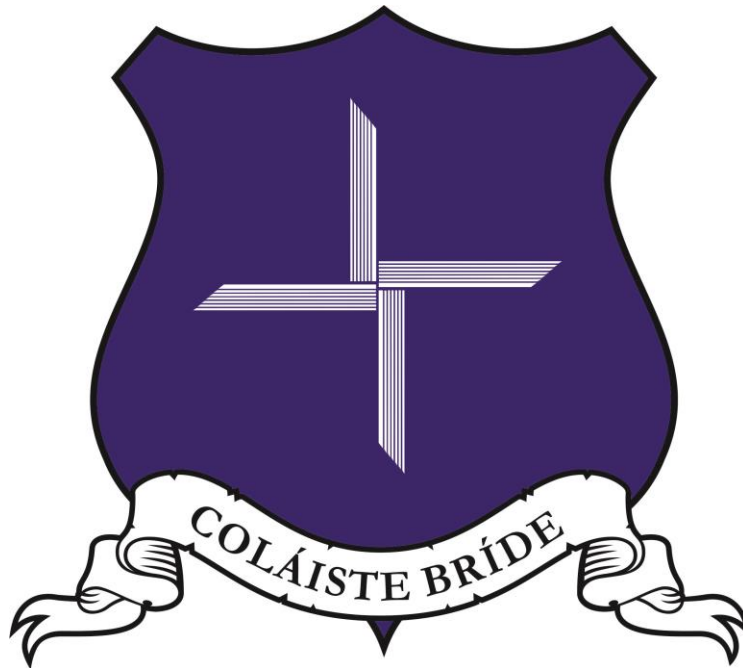


# **Administration of Medicines** **Policy**



**Coláiste Bríde,  
Enniscorthy,  
Co. Wexford.**

**Ratified by the Board of Management**

**Signed: \_\_\_\_\_  
Chairperson,  
Board of Management**

**Review Date: 28<sup>th</sup> May, 2018**

**Signed: \_\_\_\_\_  
Secretary,  
Board of Management**

## MISSION STATEMENT

*“We are working to promote a secure and caring environment,  
Where Respect, Responsibility and Christian commitment grow,  
Drawing forth the positive of each individual”*

Coláiste Bríde is a Catholic School founded by the Mercy Order under the trusteeship of CEIST. It has a long tradition of academic excellence and is committed to the development of the whole student. It offers a curriculum designed to meet fully the needs of the student.

The school wishes to cater for the academic, spiritual, moral, aesthetic, interpersonal and physical needs of the student. The characteristics of the school are the pursuit of tolerance, compassion and a sense of justice and equality for all.

We aim to develop in each student, confidence, self-respect and respect for others.

The school and its staff value its partnership with parents in meeting the personal and educational requirements of students and staff alike.

***The core values of CEIST are :***

### ***Promoting Spiritual and Human Development***

We believe a knowledge of and a personal relationship with Jesus Christ gives meaning and purpose to our lives.

### ***Achieving Quality in Teaching and Learning***

We are committed to excellence and to continually improving the quality of teaching and learning.

### ***Showing Respect for Every Person***

We respect the unique and intrinsic value of every person.

### ***Creating Community***

Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is special care for those most in need.

### ***Being Just and Responsible***

We seek to act justly and responsibly in all our relationships

### **Introduction:**

Coláiste Bríde 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 our school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

This policy was drafted through a collaborative process involving staff, parents and the Board of Management.

### **Rationale:**

The policy as outlined is put in place to;

- Respond to requests from parents/guardians for school to administer or supervise the administration of routine medication to students suffering from chronic medical conditions as well as the administration of emergency medication e.g. in the case of allergic reactions.
- 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.
- To Outline procedures to deal with a pupil with a nut allergy in our school Safeguard staff that are willing to administer medication.  
Protect against possible litigation and align with best practice.

### **Success Criteria:**

The effectiveness of the school policy is measured by the following criteria;

- Compliance with Health and Safety legislation.
- Maintaining a safe and caring environment for students.
- Positive feedback from parents/teachers.
- Ensuring the primary responsibility for administering medicine remains with parents/guardians.

### **Aims of this Policy:**

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to students 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

- Fulfil the duty of the Board of Management in relation to Health and Safety requirements

### **In – School Procedures:**

Parents are required to complete a section on Health/Medication in the application form when enrolling their daughter in the school. 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.

While the Board of Management has a duty to safeguard the health and safety of students when they are engaged in authorised school activities, this does not imply a duty upon teaching or administrative staff to personally undertake the administration of medication.

Medication in this policy refers to medicines, tablets and sprays administered by mouth and automatic injection devices (e.g. Anapen) used in cases of anaphylaxis.

- Prescribed medicines will only be administered after parents of the student 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
- **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. No medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the Administration Office if a student requires self-administering 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 students in their class
- **This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.**

### **Long Term Health Problems**

Where there are students 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 students are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency, 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. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

### **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 or 3)
1. Parents must write requesting the Board of Management to authorise the administration of the medication in school
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. A written record of the date and time of administration must be kept by the person administering it (Appendix 4)
4. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
5. Emergency medication must have exact details of how it is to be administered
6. The Board of Management must inform the school's insurers accordingly of medication for life threatening conditions
7. 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 and during school related activities
8. All correspondence related to the above are kept in the school.

### **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, qualified medical assistance will be secured at the earliest opportunity and the parents contacted
- It is not recommended that students keep medication in bags, coats, etc.
- Students should be responsible for their own medication with due regard to the age of the person.

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

- Staff dealing with the pupils do not eat any item with nut trace or nuts.
- Advise all students not to swap food, sweets etc...
- Correct epi pens and suitable medication must be carried if the student is going off-site.

**In the event of the student coming into contact with peanuts**

- 1 Administer 5ml Zyrtec / Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow him to breathe calmly as they will experience discomfort and sensation of the throat swelling.
- 2 If possible, they need to drink as much water as possible. These steps should allow a person to recover fully.
- 3 Only in the event of anaphylactic shock should the pen be administered. The Pen should be stored in the principal's office. Before or immediately after the pen has been administered the ambulance should be called.

**Indicators of shock include:**

Symptoms of shock can include wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

**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.

**Roles and Responsibilities:**

The Board of Management 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. The Deputy Principal is the Safety Officer and the maintenance and replenishment of first Aid Boxes is a post of responsibility within the middle management structure of the school.

This policy is in keeping with the school ethos of providing a safe and healthy environment for learning for all pupils and the wider school community.

**Amendments**

The Board of Management of Coláiste Bríde is committed to playing an active role in the implementation of this policy and undertakes to review and revise it, in light of changes to legislation, experience and other relevant developments. It will be reviewed in the event of enrolment of a student with significant medical conditions, or an incident.

**Appendix 1**  
**Medical Condition and Administration of Medicines**

Student'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 herself? \_\_\_\_\_

What Action is required? \_\_\_\_\_

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

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

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

Date \_\_\_\_\_



**Appendix 2  
Allergy Details**

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

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

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

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

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

Administration Procedure (When, Why, How)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Appendix 3  
**Emergency Procedure**

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

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

Procedure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*To include: Call emergency services and contact parents.*

**Appendix 4**

**Record of Administration of Medicines**

Student Name: \_\_\_\_\_

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

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

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

Dosage Administered: \_\_\_\_\_

Administration Details \_\_\_\_\_

(When,Why,How) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**APPENDIX 5 (Alternative Form)****Authority for Administration of Medication –  
Information & Consent**

Student's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Name of medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Condition for which medication is required: \_\_\_\_\_

Under what circumstances, should medication be given to the child at school?

\_\_\_\_\_  
\_\_\_\_\_

Route/method of administration: \_\_\_\_\_

Frequency of medication: \_\_\_\_\_

Specific Storage requirements: \_\_\_\_\_

Known allergies: \_\_\_\_\_

Other medication being taken: \_\_\_\_\_

Any other relevant information: \_\_\_\_\_

I consent to the child's self-administration of this medication YES / NO

GP name: \_\_\_\_\_

Phone no: \_\_\_\_\_

1st Emergency contact: \_\_\_\_\_

Mobile no: \_\_\_\_\_

2nd Emergency contact: \_\_\_\_\_

Mobile no: \_\_\_\_\_

I authorise administration/supervision of administration by school representatives of:

\_\_\_\_\_

in dosage of: \_\_\_\_\_, to \_\_\_\_\_

the child identified above under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school representatives and medical personnel as necessary.

I also consent to the disclosure of this information to appropriate medical practitioner/s and relevant insurers as required.

Signed: \_\_\_\_\_ (Parent/Guardian)

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

Print name: \_\_\_\_\_