

Administration and Storage of Medicines Policy

St. Joseph's National School, Granagh (099271)

Introduction:

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical conditions suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets, adrenaline, inhalers and sprays administered by mouth or by injections.

Relationship to the 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
- Fulfill 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:

Relevant medical information on all pupils is obtained from parents at time of enrolment through a section on the enrolment form. This section requires parents to list allergies and other medical conditions their child may have. If necessary, a Health Care Plan is formulated for that child i.e. if they have a Chronic Illness (diabetes etc). This requires parents to list more detail of the child's medical condition.

- Non-prescribed medicines will neither be administered nor stored in school.
- Under normal circumstances (aside from children with long-term/chronic health conditions: see below) if the child is ill enough to require medicine (including prescribed) while in school, they should be kept at home until the treatment is completed, a parent/guardian should come and administer the medication at the required times in school or the medication should be taken by the child at home, before and after school hours.
- The assisted administration of prescribed medicines in school by staff or the self-administration of prescribed medication by pupils will only take place after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of the teaching staff/SNA to do so/ supervise the pupil self-administering (Appendix 1/1a). Such medication, if approved by the BOM, must be handed to the class teacher. The class teacher will store the medication for the school day however it is the responsibility of the child to bring the medication home each day (however under normal circumstances only the daily requirement should be brought in to school each day).
- Any teacher who is willing to and confident to assist in the administration of prescribed medication to a student can do so under controlled guidelines. This teacher will need to have the permission of the BOM, have the written approval of parents and be fully trained in procedures.

- The Board will seek indemnity from parents in respect of any liability arising from the assisted administration of medicines.
- 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.
- 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.
- Medication which has been permitted, by the Board of Management, to be administered must be handed to the class teacher and clearly labelled.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medicine.
- The Principal (in her absence, the Deputy Principal) will inform substitute teachers of any children with a medical need in the substitute teacher's classroom.
- Where children are required to use an inhaler in school, parents must complete appendix 1a. The parents must provide the school with two inhalers- one is to be stored in the child's classroom (clearly labelled) and the other is to be labelled and placed in a plastic bag in the child's school bag, to be used during the school day, if necessary, and brought home each evening.
- The class teacher will check that children requiring an inhaler bring their inhalers on all trips out of school.
- Where an SNA is appointed to a child requiring medication, the SNA and class teacher are responsible for ensuring the medication is brought on all out-of-school trips.

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 assisted administration by school staff/SNA.

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 or as detailed in a child's Healthcare Plan). 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 medicine (Appendix 1/1a).

Guidelines for the Administration of Medicines (both short and long term)

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. (see Appendix 1 or 1a, 2 and 3)
2. Parents must write requesting the Board of Management to authorise the administration (assisted and/or self) of the medication in school
3. 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
4. A written record of the date and time of administration must be kept by the member of staff who is supervising/assisting in the administration of said medicine (Appendix 4)

5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. Emergency medication must have exact details of how it is to be administered
7. The BoM must inform the school's insurers accordingly
8. 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
9. All correspondence related to the above are kept in the school
10. Where possible parents should arrange for the administration of prescribed medicines outside of school hours.

At the moment Granagh National School does not have any children attending who have a Nut Allergy. Should this change a separate Healthcare plan will be drawn up specific to that child.

Safe Storage

- In general, the school will not store medicines (see in-school procedures for more detail) however, in the case of a pupil with a long-term/life threatening/chronic illness, it may need to be stored on the school premises. This will normally be in the child's classroom, in a safe place.
- The prescribed medication must be self-administered where possible, under the supervision of an authorised teacher/SNA if not the parent.
- All medication is sent home with the pupil at the end of each term.
- Parents are responsible for ensuring that the medication is in date and working correctly.
- In St. Joseph's National School, insulin for a pupil with diabetes is stored in a safe place in the child's classroom. Glucagon (for administration in an emergency) is stored in the fridge in the staffroom.
- All medication is clearly labelled with the child's name, parent's names, the name and dosage of the medication, the frequency of the dosage and signed and dated.
- Sharps boxes are used for disposal of needles. Parents must provide the school with the Sharps box. All Sharps boxes are stored in a safe place and one box is brought on trips outside of school. Collection and disposal of the Sharps Box is arranged by the parents.
- Children requiring their inhalers leave one in school and the other is kept in their possession (in their school bags) for ease of access.

Emergencies:

- In emergency situations, staff should do no more than is obviously 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.

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 permissible. 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. The maintenance and replenishment of First Aid boxes is the responsibility of the Deputy Principal.

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

Ratification and Review:

This policy was ratified by the Board of Management on the _____. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than the end of Term 1 during the 2025/2026 school year.

Implementation:

The policy has been implemented since October 5th 2015.

Signed:

Chairperson, BOM

Appendix 1
Medical Condition and Administration of Prescribed Medicines (Short Term)

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:

Administration Procedure (Who, When, Why, How)

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 well being 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 _____

Date _____

I/We request that the Board of Management authorise the administration of the following medicine _____ in the event that our child needs it – as outlined in Appendix 1a. 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 (Who, When, Why, How)

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____

Appendix 3 Emergency Procedures

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

Symptoms: _____

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

***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 (Who, When, Why, How)

Signed: _____

Date: _____