



## SCOIL NAOMH TREASA

Bellewstown  
Drogheda  
Co. Meath  
A92 AX28

Phone: 041-9823629

Website: [www.bellewstownns.com](http://www.bellewstownns.com)

### Administration of Medicines Policy

#### Introduction:

This policy is formulated in accordance with guidelines issued by the Primary School's Managerial Bodies and the Irish National Teacher's Organisation. An Administration of Medication policy has been in existence in the school since 2004. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management in October 2021.

#### 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
- To outline procedures to deal with a pupil with a nut allergy in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

#### 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
- Fulfil 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:

Parents whose children have a medical condition, are required to inform the school when enrolling their child in the school and to review this form every September following enrolment. 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 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

- 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. In certain circumstances an individual policy will be put in place for individual cases as they arise.
- Staff members 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 staff members to personally to undertake the administration of medicines or drugs.

### **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 (see Appendix 1). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medication.

### **Guidelines for the Administration of Medicines**

1. The parents/guardians 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. Parents must write requesting the Board of Management to authorise the administration of the medication in school (Appendix 1)
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 person administering it (Appendix 2 or similar style record may be used) and communicated to the parent if requested.
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary/medication date has expired. Expired medication will be returned to Parents/Guardians who will be responsible for the safe

- disposal of expired medication. At the end of the school year, all medication will be returned to the parents/guardians.
6. Emergency medication must have exact details of how it is to be administered. (Appendix 1)
  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 (Appendix 3)
  9. All correspondence related to the above are kept in the school.

### **Medicines**

- No staff member can be required to administer medicine or drugs to a pupil
- Any staff member who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe.
- Staff members must not administer any medication without the specific authorisation of the Board of Management
- Non-prescribed medicines will neither be stored nor administered to pupils in school
- Staff members 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
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised staff member if not the parent
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted
- By parent request, permission may be granted for pupils to store their medication in their own personal school bags e.g. inhalers
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

### **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 on the advice of emergency services. Parents will be contacted simultaneously.

In addition, at the beginning of each school year parents/guardians must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example, children with epilepsy, diabetes, severe allergies 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 (Appendix 1).

Parents/Guardians must keep their contact details including emergency numbers up to date on the Aladdin data base.

**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.

A first aid box is kept adjacent to the Staffroom. Only members of staff have access to this box.

**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.

If a child presents as unwell in school the parents will be notified and must sign the child out on collection (Sign-Out Sheet).

**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 Deputy Principal will oversee the maintenance and replenishment of First Aid Boxes.

**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/staff
- Ensuring the primary responsibility for administering remains with parents/guardians

**Ratification and Review:**

This policy was ratified by the Board of Management on 7/10/21. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2024.

**Implementation:**

The policy has been implemented since School year 2017/18

**Chairperson of BOM:**        *Fr Mark English*                      Date: 7/10/21

**Principal:**                      *Aidan Mc Loughlin*                      Date: 7/10/21

**Appendix 1**

**Medical Condition and Administration of Medicines**

**SECTION 1**

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

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

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

**Emergency Contacts**

1) Mother: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Father: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

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**SECTION 2**

**Medical Condition(s) / Allergy:** \_\_\_\_\_

**Reaction Level (if allergy):** \_\_\_\_\_

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

**Prescription Details:** *Please enclose a copy of one of the following:*

Current Prescription, Note from Doctor or Pharmacy Label

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

**Dosage :** \_\_\_\_\_

**Is the child to be responsible for taking the prescription him/herself?**

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**PTO**

### SECTION 3

#### Action Required / Emergency Procedures

In the event of \_\_\_\_\_ displaying any symptoms of his/her medical condition / allergy, the following procedures should be followed. *(Please include procedures in case of severe symptoms / emergency).*

**What Action is required?**

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**Symptoms:**

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**Administration Procedure (When, Why, How)**

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*To include: Dial 999 and call emergency services and contact parents.*

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### SECTION 4

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:**

\_\_\_\_\_

\_\_\_\_\_

## Appendix 2

### Record of Administration of Medicines

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

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

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

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

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

#### Administration Details (When, Why, How)

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

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

## **Appendix 3**

### **Scoil Naomh Treasa Administration of Medicines Indemnity Agreement**

**THIS INDEMNITY** made the \_\_\_\_\_ (date) **BETWEEN** the (lawful father and mother/guardian) (hereinafter called the 'parents'/guardian') of \_\_\_\_\_ (hereinafter called 'the minor') of the One Part **AND** \_\_\_\_\_ for and on behalf of the Board of Management of the School of the Other Part.

**WHEREAS:**

1 The minor is a pupil enrolled in Scoil Naomh Treasa which is managed by the Board of Management.

2 The minor suffers on an ongoing basis from the condition known as \_\_\_\_\_ (insert name of condition – please only complete this particular section of the Agreement where the minor has been diagnosed as suffering from a condition requiring medication) and the parents'/guardian understand that they must inform the Board of Management in writing of the minor's condition, details of their medication and dosage and the contact details of the minor's medical team and the parents'/guardian acknowledge their ongoing responsibility to keep the Board of Management advised in writing of any changes to these details.

3 The minors parents'/guardian acknowledge that minors are not permitted to carry medication whilst engaging in School activities without the consent of the Board of Management and the parents'/guardian acknowledge that such medication will be confiscated and the minors parents'/guardian will be contacted.

4 The minors parents'/guardian direct that where possible, medication should be self-administered by the minor under adult supervision, however, the minors parents'/guardian advise that whilst engaging in School activities, the minor may require the administration of medication in emergency circumstances or in circumstances where the self-administration of medication is not possible by virtue of the minor's age and ability and the minors parents'/guardian have directed that the said medication must, in such circumstances, be administered by an authorised adult member of the said minor's School as it is absolutely necessary to ensure the wellbeing of the minor and the minors parents'/guardian will be notified of the emergency administration of the medication by telephone as soon as possible thereafter and the minors parents'/guardian will be notified in writing in terms and at intervals to be agreed between the Board of Management of the administration of medication in circumstances where the self-administration of medication is not possible by virtue of the minor's age and ability. The minors parents'/guardian acknowledge that this facility is provided on a purely voluntary basis and without any obligation whatsoever on the Board of Management of the School and the authorized adult member of the School and the minors (parents'/guardian) understand that these parties are not medically trained and that responsibility for compliance with expiry dates related to medication and the compilation and retention of necessary records rests entirely with the minors parents'/guardian.

**NOW IT IS HEREBY AGREED** by and between the parties hereto as follows: In consideration of the Board of Management of the School entering into the Administration of Medicines Indemnity Agreement, the minors parents'/guardian **HEREBY INDEMNIFY AND KEEP INDEMNIFIED** the Board of Management of the School and the authorised adult member of the School in respect of all liabilities, losses, claims, demands, actions or proceedings howsoever arising out of or in the course of or caused directly or indirectly by the administration of the said medication by or to the minor or the failure to administer the said medication and by the presence of the medication on any premises within the control of the Board of Management of the School.

**IN WITNESS** whereof the parties have hereunto set their hands & affixed their seals the day & year first herein **WRITTEN**.

**SIGNED & SEALED** by \_\_\_\_\_ (the minors parents'/guardian) in the presence of \_\_\_\_\_ (witness) and \_\_\_\_\_ (witness).

**SIGNED & SEALED** by \_\_\_\_\_ (By the representative of the Board of Management of the School) in the presence of: \_\_\_\_\_ (Witness)