

St. Anthony's School

Policy on Administration of Medication

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation.

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication. However the staff at St. Anthony's have participated in First Aid training and are willing to undertake the administration of medication to pupils in certain circumstances and under strict procedures.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition 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, sprays and emergency epileptic medication.

Policy Content

1. Procedure to be followed by parents who require the administration of medication for their children

- Each school year the parent/guardian should write to the Board of Management/Principal/School Nurse requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. (see Appendix 1) A copy of the doctors' prescription is required to verify dosage and times.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.
- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may

arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.

- 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 medication.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- A Healthcare plan Form will be given to parents to complete and this will be kept by the school nurse.
- Parents are required to provide telephone numbers where they may be contacted in the event of an emergency arising.

2. Procedures to be followed by the Board of Management

- The Board will authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil. This is normally the School Nurse/Principal/Deputy Principal.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- The Board shall inform the school insurers accordingly
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence. Medication is stored in a locked safe inside a locked cupboard in the Paramedical Area.
- Medication administered is recorded and witnessed by 2 staff members.
- A record of all medication details and medication administered will be kept by the School Nurse.

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.

- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
- In emergency situations, staff should do no more that 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.
- It is also recognised that under emergency situations staff may feel nervous and some medication may be wasted or spilled in error. This should be recorded alongside any medication given.
- Parents should be contacted should any questions or emergencies arise.

4.) Emergency medication on out of school activities

- All staff received training in the administration of emergency medication for epileptic seizures on 5/6/2007 and May 2011. The school nurse also provides refresher training for individual staff as the need arises.
- When pupils are on out of school activities the emergency supply of medication is brought with them in the care of the class teacher or SNA in charge of the pupil.
- Written instructions are available for each pupil who needs emergency medication.
- Staff will administer emergency medication as required if it becomes necessary to do so.
- A written record will be kept, and parents will be informed immediately. Medical attention from a doctor or nearest Casualty unit will be sought wherever possible.
- On return to the school unused medication will be returned to the secure storage area. If medication was administered the staff member responsible will liaise with the School Nurse and the parents to report what happened.

5.) Approval & Ratifications Procedures

This policy and procedures was introduced in 2003 and is regularly reviewed.

Approved & Ratified by Board of Management 2003.

Reviewed and updated in June 2006.

**Reviewed and updated in November/December 2008 & Approved by BOM
on 8/12/2008 and 12/1/2009**

Reviewed Oct 2010.

Reviewed by School Nurse & Principal Feb 2015

Approved by BOM at meeting on 23rd March 2015

**Signed: Johnny Mee
Chairperson**

**Mary O'Malley
School Nurse**

Date: 23/3/2015