

**Policy for the Administration of Medicine in Claregalway Educate Together National School**

<b>Version</b>	<b>Date First Ratified/Amended by BOM</b>	<b>Date Reviewed by BOM</b>
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<b>V.1.1</b>		

**Introduction and Rationale**

This policy was formulated to provide guidelines on procedure and protocol in relation to the administration of medication in the school. While the school management has a duty to safeguard the health and safety of pupils when they are engaged in school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

The school management requests parent(s)/carer(s) 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 condition at a later date.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only, as well as injections where necessary.

This policy should be read in conjunction with other relevant policies (i.e. Health & Safety policy and Substance Use policy).

**Aims**

The aims of this policy are:

- To ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice
- To ensure compliance with relevant legislation
- To ensure that any involvement in administration of medication complies with best practice guidelines

**Content****Procedures for the Management of Medication****1. Storage of Medication**

- Unprescribed medicines will neither be stored nor administered to pupils in the school
- Prescribed medicines will not be administered in the school without the written consent of parent(s)/carer(s) and the specific authorisation and agreement of the Board of Management, principal and class teacher.

- Medicines should not be kept by the pupils at any stage. They will be kept in a locked cabinet in the relevant classroom/office.

## **2. Administration of Medication**

- Administration of medication will take place where necessary for pupils with diagnosed illnesses.
- Clearly understood and agreed upon arrangements will be made with the Board of Management, principal and class teacher before any medicines will be administered to a child.
- Parents will be encouraged to provide maximum support in helping the school accommodate the child.
- Parents will be asked to outline in writing, what can and cannot be done in particular emergency situations involving their child.

## **Procedures and Responsibilities**

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

- A. The parent/carer should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self- administration of the medication. The letter requesting administration of medication must be accompanied by the “Request for Administration of Medication – Information and Consent” form (Appendix 1)
- B. Parent(s)/carer(s) are required to provide written instruction of the procedure to be followed in the administration and storing of the medication (Appendix 1)
- C. Training is undertaken by relevant staff in liaison with parents/ HSE. Staff work closely with parents to get the most up to date information from relevant medical personnel dealing with the child.
- D. Parent(s)/carer(s) 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
- E. Parent(s)/carer(s) 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 of Management will inform the school’s insurers accordingly (Appendix 2)
- F. Changes in prescribed medication, or dosage of medication, should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication/new dosage of medication
- G. Where children are suffering from life-threatening conditions, parent(s)/carer(s) should outline, clearly in writing, what should and should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- H. Parent(s)/carer(s) are required to provide a telephone number where they may be contacted in the event of an emergency arising.

### **2. Procedure to be followed by the Board of Management**

- A. The Board of Management reserves the right to request written confirmation of medical advices from the child’s doctor, including confirmation of the dose and circumstances giving rise to the need for the administration of medication (Appendix 3)
- B. The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil
- C. The Board will ensure that the authorised person is properly instructed in how to administer the medicine
- D. The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of medication
- E. The Board shall inform the school’s insurers accordingly
- F. 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.

### 3. Responsibility of staff members

- A. No staff member is obliged to administer medication to a pupil
- B. Any staff member who is willing to administer medication should do so under strictly controlled guidelines in the belief that the administration is safe
- C. Written instruction for the administration of medication must be provided
- D. Medication must not be administered without the specific authorisation of the Board of Management
- E. In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent
- F. A written record of the date and time of administration will be kept (Appendix 4)
- G. 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
- H. Parent(s)/carer(s) should be contacted should any queries or emergencies arise.

### Implementing/Reviewing Policy

Detailed information for school staff to facilitate the safe and effective implementation of this policy is included in Appendix 5. Parent(s)/carer(s) are invited to contact the principal immediately if they have any concerns about the implementation of this policy in relation to their child's medication.

The principal and the Board of Management will have ultimate responsibility for the policy, its implementation and its review.

### Dissemination of Policy

This policy will be published on the school website and provided to the Parent-Teacher Association. Hard copies of this, and all school policies, are available at the school on request. This policy and its appendices will be brought to the attention of new staff members upon their appointment to the school.



Signed: (School Chairperson)



Appendix 1  
Request for Administration of Medication –Information & Consent

<b>Name of Child</b>		<b>Date of Birth</b>	
<b>Name of medication</b>		<b>Dosage</b>	
<b>Condition for which medication is required</b>		<b>Circumstances medication should be administered</b>	
<b>Other Medication also being taken (outside school)</b>		<b>Self-Administer?</b>	<b>Yes    No</b>
<b>G.P. Name</b>		<b>G.P. Phone Number</b>	
<b>Emergency Contact 1</b>		<b>Emergency Contact 2</b>	
<p>I request consent for staff members in the school to administer/supervise the administration of The medication and dosage as outlined above, in the school day at the following times: (Please Insert):</p>			
<p>I understand that information about my child’s medical condition and treatment will be shared with school staff, and in the event of an emergency with the GP or other medical personnel. I also consent to the disclosure of this information to the school’s insurers if required.</p>			
Parent Signature:		Print Name:	
Teacher Signature:		Print Name:	
Principal Signature:		Print Name:	
Date:		Print Name:	

Appendix 2  
**Administration of Medicines in School - Indemnity**  
(Appendix 46, Board of Management Handbook)

THIS INDEMNITY made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
BETWEEN \_\_\_\_\_ (lawful guardian(s))  
of \_\_\_\_\_  
(hereinafter called 'the parents' of the One Part AND for and on behalf of the Board of  
Management of \_\_\_\_\_ School situated  
at \_\_\_\_\_ in the County of \_\_\_\_\_ (hereinafter  
called 'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful guardian(s) of  
\_\_\_\_\_, a pupil of the above school
2. The pupil suffers on an ongoing basis from the condition known as  
\_\_\_\_\_
3. The pupil may, while attending the said school, require in emergency circumstances, the  
administration of medication:  
\_\_\_\_\_
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the  
said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from  
time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parents hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful  
guardian(s) of the said pupil HEREBY AGREE to indemnify and keep indemnified the board, its  
servants and agents including without prejudice to the generality the said pupil's class teacher  
and/or the Principal of the said school from and against all claims, both present and future,  
arising from the administration or failure to administer the said medicines.

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

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

Appendix 3  
**Administration of Medication – Letter to Doctor**

Dear Doctor,

The Board of Management of Claregalway Educate Together National School requests that the information required below be provided relating to medication which is administered to students during school hours. The parent(s)/carer(s) of \_\_\_\_\_ have been asked to return the information to the school and to advise of any changes to their medication in the future.

Many thanks for your cooperation in this matter.

Yours sincerely,

\_\_\_\_\_  
Principal

Name of Student		Date of Birth	
Name of Medication		Why is this required?	
Circumstances when the medication should be administered			
Dosage to be administered			
Additional Information			
Signed:		Print Name:	
Date:			

Appendix 4  
Administration of Medication – Record

Name of Child		Class	
Date From		Date to	
Specify Injury/Condition			
Administered by	Teacher	Child	
Medicine to be administered			
Name	Time	Dosage	

Confirmed by Doctor's Letter	Yes	No
Indemnity Form Signed	Yes	No
Signed Parent		
Signed Principal		
Signed Teacher		
Date		

**\*\*Sign and keep in pupil's file and \*\* \*\*Upload to Aladdin\*\***



Appendix 5  
**Administration of Medication – Staff Guidelines**

**General Guidelines**

- All forms and letters concerning administration of medication will be stored in the school office, in each pupil's confidential file. These records are stored in compliance with relevant data protection legislation.
- When a letter regarding a change in dosage or an updated "Request for Administration of Medication – Information and Consent" form is received, this will be stapled to the FRONT of the existing form, to ensure that the updated information is not overlooked.
- Any handwritten notes made on a "Request for Administration of Medication – Information and Consent" form to update it in line with written information provided by parents/guardians will be initialled and dated.
- When an updated "Request for Administration of Medication – Information and Consent" form is received, the original will be retained, but will have a line drawn through it, to indicate that it is now superseded.

**Records of Medication Administration**

- A record folder will be maintained in the pupil's individual file in the office and in any classroom where medication is maintained. When medication is administered an entry will be made (Appendix 4). Each entry will include the date and time, name of child, medication and dose administered, reason for administration and the signature of the person administering it.
- To facilitate compliance with documentation requirements, the Principal will ensure that each folder is labelled as the Medication Folder.