



## **Scoil Phádraic Cailíní, Donabate, Co. Dublin**

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# **Administration of Medicines Policy**

*Scoil Phadraic Cailíní, Donabate*

### **School Contact Details**

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### **Introductory Statement**

This policy was drafted in collaboration with the Board of Management (BoM), staff and parents. It will be presented to the Board of Management for ratification. This policy is reviewed on a regular basis. The Board of Management, staff and parents are responsible for the implementation of the policy.

This policy details an Indemnity which indemnifies the Board of Management and school staff in relation to medical procedures or the administration of medicines as they might apply to the child. (see appendix B)

### **Rationale**

The policy as outlined was put in place to:

- Clarify areas of responsibility for parents/guardians, staff and school Management
- To give clear guidance about situations regarding when, how and by whom prescribed medicines are to be administered
- To safeguard school staff that are willing to administer medication
- To protect against possible litigation

The policy aims to ensure that while supporting the child and her family, the school can ensure the

safety and welfare of all pupils.

## Relationship to the Characteristic Spirit of the School

The Administration of Medicines Policy supports the ethos of Scoil Phádraic Cailíní G.N.S., which aims to provide a well-ordered, caring, happy and secure atmosphere where the intellectual, spiritual, physical, moral and aesthetic needs of the pupils are identified and supported.

The policy should be read in conjunction with other relevant policies e.g. Diabetes Policy, Health and Safety Policy, Procedure for Accident and Illness and Child Protection Policy.

## Aims

The Administration of Medicines policy aims to:

- Minimise health risks to children and staff on the school premises and on off-site educational activities
- Fulfil the duty of the Board of Management 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.

## Legislation and regulatory requirements

- Having a clear, written policy and procedure to ensure the safe storage of medication and the safe administration of medication to a child attending the service is a requirement under Regulation 10 of the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](https://www.gov.ie/en/publication/1a6d67-child-care-act-1991-early-years-services-regulations-2016/). ref <https://www.gov.ie/en/publication/1a6d67-child-care-act-1991-early-years-services-regulations-2016/>
- Parent/guardian consent for the administration of medication is required under Regulation 16 (1) (j) of the [Child Care Act 1991 \(Early Years Services\) Regulations 2016](https://www.gov.ie/en/publication/1a6d67-child-care-act-1991-early-years-services-regulations-2016/).
- Under the [Safety Health and Welfare at Work Acts 2005 and 2010](https://www.gov.ie/en/publication/1a6d67-child-care-act-1991-early-years-services-regulations-2016/) and the [Safety, Health and Welfare at Work \(General Application\) Regulations 2007](https://www.gov.ie/en/publication/1a6d67-child-care-act-1991-early-years-services-regulations-2016/), employers have a duty to ensure the employees' safety, health and welfare at work as far as is reasonably practicable

## In-school Procedures

Parents/guardians are required to complete a Medical Information form when enrolling their child/ren in the school (see Appendix A). Scoil Phádraic Cailíní G.N.S. acknowledges that school staff are not trained medical professionals, that no staff member is obliged to administer prescribed medication to a pupil and that any staff member willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered, or pupils will be supervised while self-administering medication, after parents of the pupil concerned have written to the principal, acting on behalf of the BoM, requesting the Board to authorise a member of the teaching/SNA staff to do so. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines (see appendix B)
- The school's Administration of Medication Policy supports self-administration of medicine under the supervision of a responsible adult.
- The school generally advocates the self-administration of medicine (e.g. inhalers, insulin etc.) under the supervision of a responsible adult, acting in loco parentis, who exercises the standard of care of a prudent parent. A sufficient quantity of prescription drugs will be stored in the child's classroom only if a child requires the medication on a daily basis and/or in the event of an emergency. All efforts are made to ensure that the necessary medicine is stored appropriately.
- **Parents are responsible for the provision of in date medication and notification of change of dosage. Notification must be in written form to the Principal and the class teacher.**

- For children with asthma, self-administration of medicine under the supervision of a responsible adult is recommended. However, as it may arise that these children may need the administration of medicine (e.g. inhaler) in an emergency situation or on a regular/ongoing basis. It remains the responsibility of parents/guardians to provide current instructions in writing to the class teacher/relevant staff members regarding the administration of the medication.
- Staff members continue to 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.
- Class teachers will ensure that emergency medications and any required medications for pupils will accompany the pupil on off site school sanctioned activities eg school tours
- The Board of Management requests parents to ensure that the current class teacher is made aware, in writing, of any medical condition suffered by any child in their class and that this information is updated as needed.
- Information regarding pupils with health conditions and those requiring medications and/or emergency medications on site is to be communicated to staff through Aladdin and by the class teacher to the First Aid Coordinator who will display this information on the Medical Information board in the staff room. This data is replicated in the school's accident and emergency log book located at the break supervision First Aid Station.

### **Long Term Health Problems**

Regarding children with long-term/chronic health conditions in school, prompt and clearly understood arrangements for the retention, supply and administration of medicines must be made with the Principal of the school and the class teacher by 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 (eg diabetes, epilepsy), 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. If emergency medication is necessary, arrangements must be made with the Principal of the school and the class teacher for storage and administration of such medication. It is the responsibility of parents/guardians to ensure that the instructions are updated when any changes are required. 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. Prior to enrollment the parents of the pupil with medical needs must inform the Principal of the school of the condition, in writing, 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.

For existing pupils with newly diagnosed conditions or newly prescribed medications the parents of the pupil with medical needs must inform the Principal of the school of the condition, in writing, giving all the necessary details of the condition as soon as possible. The request must also contain written instruction of the procedure to be followed in administering the medication.

2. Parents must write requesting the Board of Management to authorise the administration of the medication in school.
3. The medicines must be brought to school by the parent/guardian. A written record of the date and time of administration must be kept by the staff member administering it.
5. Parents/Guardians are responsible for ensuring that 'in date' emergency medication is supplied to the school which is replenished/replaced when necessary.
6. Emergency medication must indicate exact details of how it is to be

administered and what to do after administration. If training is needed for administration of medications parents/guardians must collaborate and cooperate with relevant staff regarding such training.

7. Following administration of emergency medication eg epipen an ambulance will be called and parents/guardians contacted at the earliest opportunity

## **Medicines**

- Non-prescribed medicines will neither be stored nor administered by staff to pupils in school.
- A staff member must not administer any medication without the specific authorisation of the Principal and/or Board of Management.
- No staff member can be required to administer medicine to a pupil. In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents/guardians contacted.

## **Emergencies**

In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress and/or prevent further harm. Where appropriate the School's trained First Aid Responder (FAR) team will be called upon to assist in an emergency. The current team is as follows: Ms. Susan Elliffe and Ms. Mechile Mc Carthy. More highly qualified medical treatment will be secured in emergencies at the earliest opportunity.

## **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 the ISM team and all staff members. The Deputy Principal is the Safety Officer and the maintenance and replenishment of First Aid materials is a post of responsibility within the middle management structure in the school

## **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 pupils
- Positive feedback from parents/guardians and school staff
- Clear communication that the primary responsibility for administering medicines remains with parents/guardians

## **Timetable for Review**

The policy will be reviewed every three years.

## **Ratification & Communication**

The plan was circulated to the members of the Board of Management and communicated to stakeholders through the school website and to staff on the shared drive in Gsuite. All feedback is encouraged and welcome.

*Date of ratification:* \_\_\_\_\_

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

CHAIRPERSON OF THE BOM

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

School Principal

Appendix A

**Medical Information Form**

Child's Name: .....

Address:.....

Date of Birth:..... Home Telephone Number:.....

Emergency Phone Number (1):.....

Emergency Phone Number (2):.....

Current Medication (if any):

Past Serious illnesses (e.g. cancer treatment, heart defect etc):

Current Serious illnesses:

Does your child suffer from any of the following ? (Please tick)

Asthma       Heart Conditions\*       Auto Immune Diseases\*

Diabetes       Epilepsy       Allergies(including allergies to drugs)\*

\*Please state the specific conditions or allergies

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

GP address:\_\_\_\_\_

**Appendix B**  
**ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY**

THIS INDEMNITY made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

BETWEEN \_\_\_\_\_ lawful

father and mother/guardians of \_\_\_\_\_ (herein  
after called

‘the parents/guardians’) of the One Part

AND \_\_\_\_\_ for and on

behalf of the Board of Management of Scoil Phádraic Cailíní National School, situated  
at

Donabate in the county of Dublin (herein after called ‘the Board’) of the Other Part.

**WHEREAS:**

1. The parents are respectively the lawful father and mother/guardians  
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  
medication, viz. \_\_\_\_\_
4. The parents/guardians 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. The designated staff member(s) will administer the medication  
that has been supplied by the parent/guardian.

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

- a) In consideration of the Board entering into the within Agreement, the  
parents/guardians, as the lawful father and mother/guardians respectively 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.

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

**SIGNED AND SEALED** by the parents in the presence of:

**SIGNED AND SEALED** by the said in the presence of :