
Administration of Medication Policy

St. Martin de Porres NS Roll
Number: 19617W

Date: 17th September 2020



Administration of Medication Policy

This Administration of Medication Policy is formulated in accordance with guidelines issued by the Primary Schools' Managerial Bodies and the Irish National Teachers' Organisation.

Introduction:

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.

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 and sprays administered by mouth only.

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

Relationship to School Ethos

St. Martin de Porres 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

- 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

Policy Content

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

- The parent/guardian 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.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. (see Appendix 1)
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a member of the teaching staff and for ensuring that 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.
- Parents are required to provide a telephone number to the school where they may be contacted in the event of an emergency arising.

2. Procedures to be followed by the Board of Management

- 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.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek 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, including clear labelling and procedures for the administration of medication specific to each child as notified to the school by parents or a General Practitioner. In the event of the authorised staff member's absence, another member of staff will assume responsibility.

3. Responsibility 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 medical/parental 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. (Appendix 2)
- 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.
- Parents should be contacted should any questions or emergencies arise.

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

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 BoM on **17th September 2020**. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than **17th September 2021**.

Implementation

This Policy has been implemented since **17th September 2020**.

Signed:

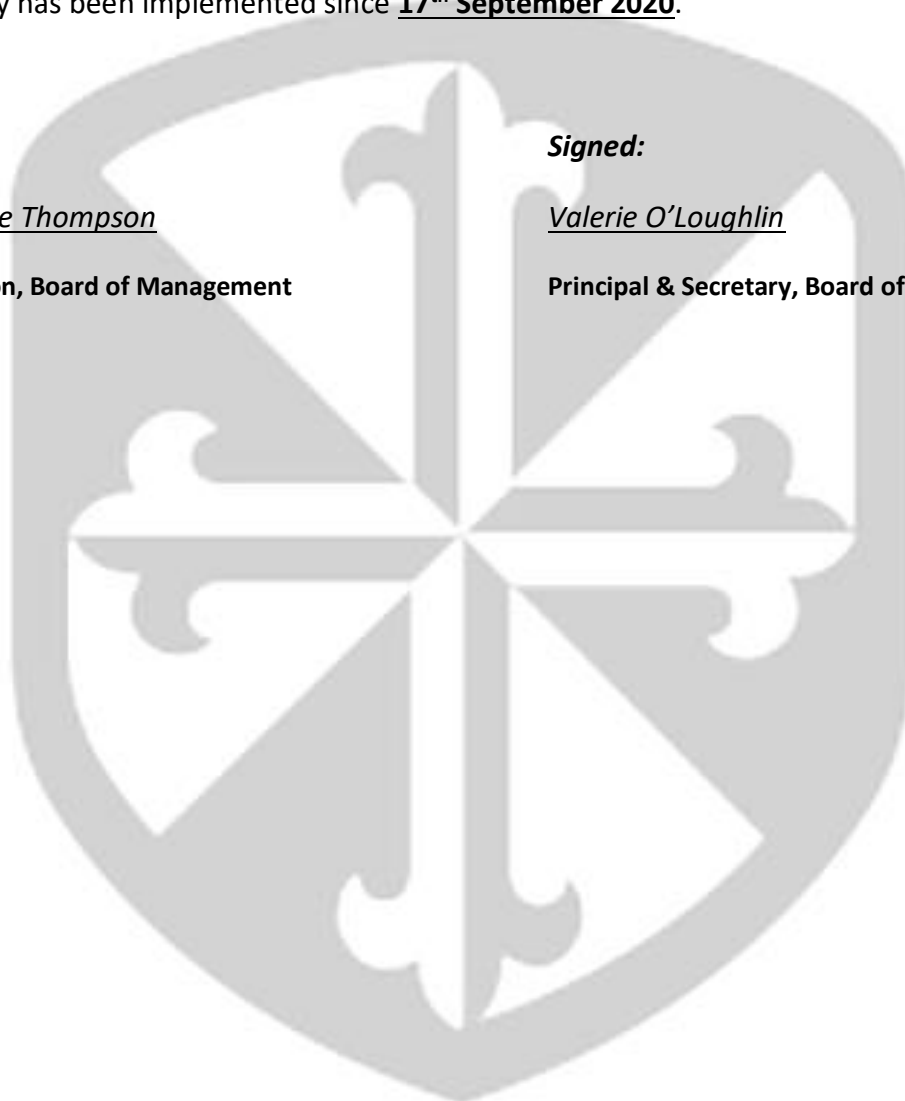
Antoinette Thompson

Chairperson, Board of Management

Signed:

Valerie O'Loughlin

Principal & Secretary, Board of Management



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:

Is the child responsible for taking the prescription him/herself?

Yes No

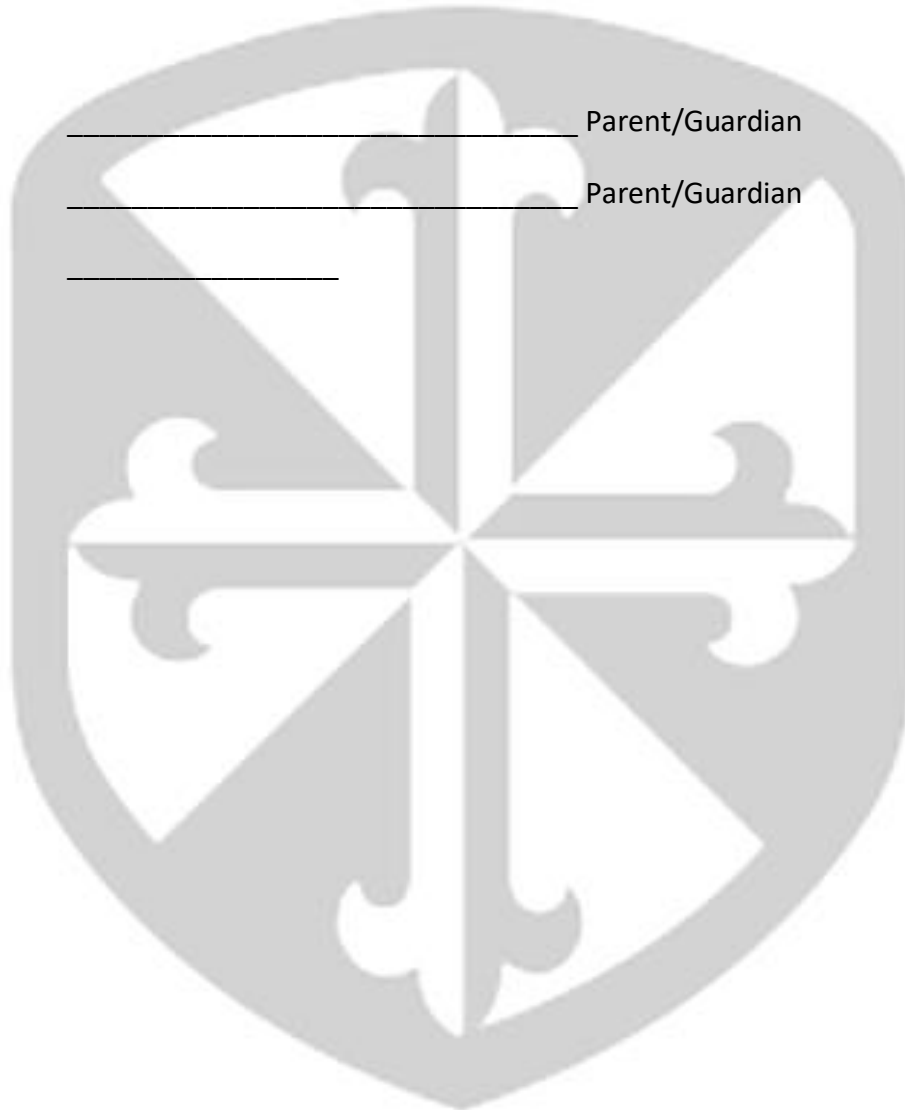
What Action is required?

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 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

Signed _____ Parent/Guardian

Date: _____



Child's Name: _____

Address: _____

Date of Birth: _____

Medical Condition:

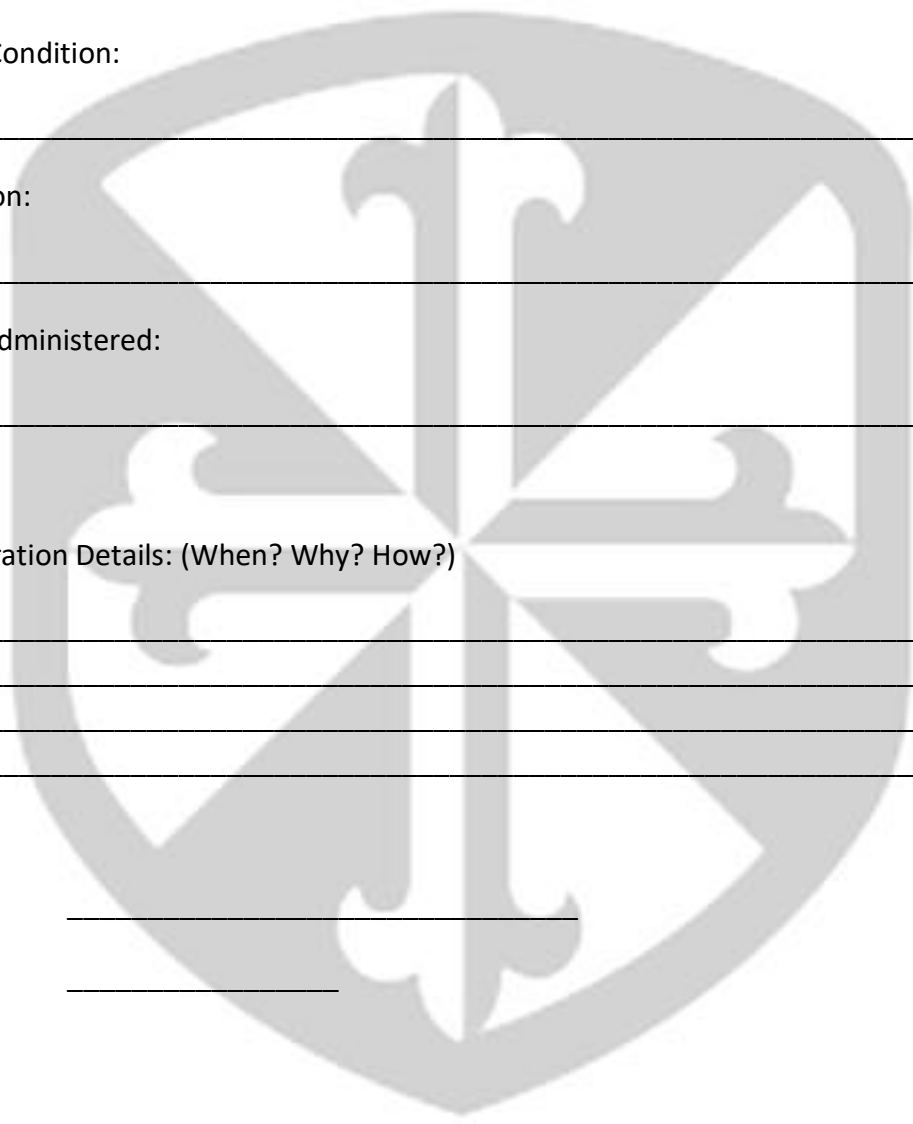
Medication:

Dosage Administered:

Administration Details: (When? Why? How?)

Signed _____

Date: _____



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: _____

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage Details: _____

Dosage Required: _____

Administration Procedure: (When? Why? How?)

Signed _____ Parent/Guardian

Signed _____ Parent/Guardian

Date: _____

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. _____

7. _____

8. _____

To include: *Dial 999 and call Emergency Services
Contact Parents*