

ST.FELIM'S NATIONAL SCHOOL

SN Leiter, Coill an Chollaigh, Co. Cabhain

Roll No. 18564W

Principal:

Ms. Cathriona Meegan

LEITER

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January 2017

Administration of Medicines Policy

This 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. They may, at their own discretion, agree to administer certain medicines or procedures. This will be arranged on a case-by-case basis.

It is school policy that children who are acutely ill should not attend school until the illness has receded. In the event of a child becoming acutely ill during the course of the school day, parents or emergency contacts will be notified to bring the child home to recuperate.

In line with the school ethos, children with chronic illnesses are encouraged to engage fully in school activities. Where possible, the family doctor should be asked to prescribe treatments that can be taken outside school hours. Administration of medication at school should be kept to a minimum.

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.

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 protect staff by ensuring that any involvement in medication administration complies with best practice guidelines.

Medication in this policy refers to medicines, ointments, tablets, lozenges, sprays, inhalers, epipen, anapen, epistat and insulin.

Policy Content:

Procedure to be followed by parents who require the administration of medication for their children or who want their child to self-administer insulin or any such drug.

- 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 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.
- Parents must also arrange a demonstration annually by a medical professional for school staff on how to use certain medication e.g. epipen, anapen, inhalers or epistat
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

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 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.

Responsibilities of Staff Members

- Staff members are not obliged 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/monitoring self-administration 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. (c/f 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.

Appendices.....enclosed

Appendix 1: Request to BOM form for parents.

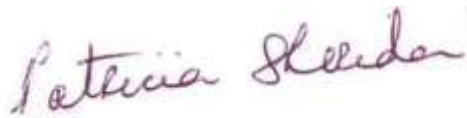
Appendix 2: BOM letter to doctor (if needed)

Appendix 3: Medication Chart Record (to be used by staff who volunteer to monitor self-administration of medicine)

Ratification and Review:

This policy was ratified by the Board of Management on 7th February 2017.

It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than Term 2 2020.



Signed: _____
Mrs. Patricia Sheridan, Chairperson of the Board of Management

Appendix 1 - Request to BOM form for parents.

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Administration of Medication to Students

Request to Board of Management of St. Felim's National School.

I / We, the parents / guardians of _____ ask the Board of Management of *St. Felim's National School* to allow a member of staff to give medication to my child, _____.

I enclose a letter from Dr. _____ stating:

1. Why the medication is needed
2. Name of medication
3. Time the medication should be administered
4. Dosage to be administered

Should there be any change in medication, I/we will write to the Board of Management before this change takes place to notify them of same.

I /We understand that the school's insurers will be notified of this arrangement

I/We indemnify the Board of Management in respect of any liability that may arise regarding the administration of the medication.

Signed:
Parent / Guardian

Signed:
Parent / Guardian

Date:.....

Date:.....

Appendix 2 – Letter to Doctor

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Administration of Medication to Students



Dear Doctor,

The Board of Management of *St. Felim's National School* requests that important information, detailed below, relating to medication which is administered to _____ during school hours, be furnished to the school. The parents /guardians of the above named child have been asked to return this information to the school and to advise us of any changes to this regime in the future.

Name of Student: _____

Name of Medication: _____

Why is this medication required:

Time medication should be administered:

Dosage to be administered:

Additional Information (eg. to be taken after meals, etc)

Signed: Date:

Many thanks for your co-operation in this matter.

Yours Sincerely,

Ms. Cathriona Meegan - Principal

Appendix 3 - Medication Chart Record

(To be used where a staff member volunteers to monitor self –administration of medicine.)

Medication Chart for _____ School Year: _____

Date	Drug	Dosage	Time	Signed

Signed:.....