

Administration of Medication Policy



Ardscoil Mhuire

Corbally

Limerick

Introductory Statement

Ardscoil Mhuire is an all-girls secondary school under the trusteeship of CEIST. As outlined in the school mission statement, 'Ardscoil Mhuire provides a Christian environment where all persons are valued and assisted to reach their full potential'. As a Catholic school we have the responsibility to ensure that:

- Our duty of care to pupils and staff is fulfilled to the best of our ability in line with statutory responsibilities.
- Our practices reflect our belief in our Catholic community and are inspired by the Gospel values of care, respect, dignity compassion, love and forgiveness.
- A safe and stable environment is provided for pupils and staff.
- The physical and emotional and spiritual well-being of the school community is safeguarded.

This policy will be implemented in accordance with other policies in use in the school such as the Health and Safety Policy and the Critical Incident Policy.

In line with the Catholic ethos, the Board of Management and the staff are committed to providing the best possible education and care for its pupils and will always respond to the needs of a child if that child becomes ill or is injured while in the care of the school. Some children may have long-term health care needs that require on going medication to allow them to access education.

The Board and staff are committed to supporting children in this situation and to facilitating their participation in school life. If administration of medication is required to facilitate a fully inclusive environment every effort will be made to accommodate children's' needs in line with the provisions below.

Rational and background.

Under the provision of the Education Act 1998 and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of the school. Concerns should be addressed to the Board of Management of the school. 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, as this is a voluntary role.

The Department Education and Skills cannot direct any member of the Board of Management or school staff to administer medical treatment, actions or procedures to pupils, which are normally carried out by medical professionals such as doctors and nurses.

Aims of Policy

The aims and objectives of the policy can be summarised as follows:

- To promote the attendance of pupils at school.
- To minimise the health risks to pupils and staff on the school premises.

- To fulfil the obligations of the Board of Management in relation to health and safety requirements.
- To provide a framework within which medications may be administered, in cases of emergency, or in cases where a regular administration has been agreed with the parent(s) or guardian(s).
- To safeguard school staff that may be willing to administer medication.
- To ensure that clear instructions are available to staff on dealing with an emergency medication situation.

Scope of Policy

This policy applies to all members of school staff, parents and guardian and members of the Board of Management and Parents Association who have a duty of care to ensure health and safety of all pupils at all times.

Policy Circulation

A copy of the policy will be given to each member of school staff, to parents and guardians on enrolment and to members of the Board of Management and Parents Association. Copies will also be available on the school website.

Training

The Board of Management will arrange first aid training for identified staff on an ongoing and regular basis.

Definition of First Aid

For the purposes of this policy, “first aid” shall mean the;

- treatment of minor injury (e.g. cuts, sprains and bruises) or,
- treatment of a life threatening situation pending professional medical help.

The object of first aid in a school situation is not to cure the injured person, but to ensure, as far as possible that the injury or illness is not worsened before professional help is obtained as required. School staff should not hesitate to act in an emergency. Other adults on duty should automatically assist any member of school staff in the case of a serious injury.

Designated First Aid Co-ordinator

The Board of Management will designate a first aid co-ordinator who must complete a recognised training course at least every 3 years, and has been certified as competent by a recognised occupational first aid instructor. It is the responsibility of the designated first aid co-ordinator to:

- oversee the administration of first aid in the school,
- inform the members of the school staff of the first aid arrangements, including the locations of equipment, facilities and first aid personnel,
- ensure the adequate stocking of and availability of first aid equipment,
- ensure that an ambulance or other professional medical assistance is called when appropriate.

Staff who agree to act as additional designated first aid officers do so on a voluntary basis.

Equipment

The first aid boxes are located in the secretary’s office, the staffroom, science rooms and home economics rooms. All school staff has and will continue to be made aware of this location. The contents of such boxes are replenished when deemed necessary by the person with responsibility for same.

Minor Accident/Injury

On occasion, children are injured in an accident in the school. The teacher on duty initially looks after the injured child. If deemed necessary, the child will be taken to the secretary's office. No medicines are to be administered but cuts are to be cleaned plasters or bandages applied as deemed appropriate. The use of plastic gloves is advised at all times. Where plasters are applied the parent(s) or guardian(s) are to be notified as a matter of protocol.

More Serious Accidents/Injuries

If considered safe to do so, the injured person is taken to a designated quiet area. The parent(s) or guardian(s) will be informed immediately, particularly if there is a suspicion of broken bones, head or eye injuries. The child is kept under observation until the parent(s) or guardian(s) arrive, with the emphasis on making the child as comfortable and settled as possible.

Very Serious Injuries

In the event of a very serious injury, if the considered opinion of the staff is that immediate professional help is required, an ambulance is to be called. The parent(s) or guardian(s) will be contacted immediately.

Urgent first aid to preserve life or prevent further serious injury shall be administered, the injured person shall be kept immobile and comfortable until a qualified medical professional such as a doctor, nurse or ambulance attendee can take over management of the situation.

On rare occasions a school staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option. Parent(s) or guardian(s) are to be kept informed of developing situations.

Record Keeping

All serious accidents/injuries are recorded in the Accident Report Book, which is located in the secretary's office. There is a single Accident Report Book which covers all children in the school. The accident report form lists date and time of accident, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc.

Very serious injuries will be notified to the schools insurers. Relevant medical information on all pupils is obtained at time of enrolment.

Administration of Medication

Minor Illnesses

A child who is ill and unfit to attend school would normally be kept at home until fully recovered. Occasionally, children become ill at school and the class teacher or principal will arrange for the parent(s) or guardian(s) to be contacted to bring the child home. In an emergency situation qualified medical help will be sought for the child.

Chronic Health Conditions

The Board of Management and the school is committed to ensuring the safety of pupils with chronic health conditions such as asthma, diabetes, epilepsy or anaphylaxis.

The parent(s) or guardian(s) have primary responsibility for their child's health and on enrolment must provide the school in writing with information about their child's medical condition or as soon as the condition develops. This can be done by completing the Medical Information Form (Appendix 2). This medical information should to be updated annually or as often as necessary.

Teachers and coaches will be made aware of any students in their care who have been advised to avoid or take special care with particular activities. The Board of Management will provide for training in the administration of emergency medication for specific conditions.

In line with the resources provided by the Department of Education and Skills, the school will make all efforts to ensure that all pupils with chronic conditions can participate in all aspects of the curriculum and the provision of appropriate adjustments as necessary.

Prescription Medications

Where a child needs medication for a chronic health condition, the Board of Management will make every attempt to facilitate a parent or guardian who needs to come into school to administer this or for pupils to return home for medication. In order to minimise disruption for the pupil, the parent(s) or guardian(s) are asked to request that where possible, doctors arrange times for the administration of medication at a time that does not coincide with school times.

Where a pupil is able to self-medicate, it is the responsibility of the parent(s) or guardian(s) to ensure that all emergency and non-emergency medication that is brought into the school is clearly labelled with the:

- pupil's name
- name of the medication
- dosage and frequency of the medication
- expiry date of the medication

Students with asthma need to have their medication to hand at all times. Students will keep their reliever inhalers with them in the classroom and will take them with them to PE, school trips and to other activities outside school. Students who require Ana pens should have them on their person at all times. All teachers will be made aware of students with medical conditions.

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

1. The parent 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.
2. Parents are required to provide written instructions from a General Practitioner (GP) outlining the procedure to be followed in the administration and storing of the medication.
3. Parents are responsible for ensuring that the medication is delivered to the school and handed over to the Principal or Deputy Principal and for ensuring that an adequate supply is available.
4. 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 insurers accordingly.
5. Changes in prescribed medication (or dosage) should be notified immediately to the Principal or Deputy Principal with clear written instructions of the procedure to be followed in storing and administering the new medication.
6. Where students are suffering from life threatening conditions, written instruction from a GP must be supplied by parents to the Principal or Deputy Principal setting out clearly what should and what should not be done in an emergency situation, in particular reference to what may be a risk to the child.
7. 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.

1. The Board, having considered the matter, may authorise a staff member to administer medication to a student or to monitor the self-administration by a student.
2. The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
3. The Board will seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
4. The Board shall inform the school insurers accordingly.
5. 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 and in the event of activities taking place off-site.

Responsibilities of Staff Members

1. No staff member can be required to administer medication to a student.
2. Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
3. Written instruction on the administration of the medication must be provided.
4. Medication must not be administered without the specific authorisation of The Board of Management.
5. In administering medication to students, staff members will exercise the standard of care of a reasonable and prudent parent.
6. A written record of the date and time of administration will be kept.
7. 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.
8. Parents should be contacted should any questions or emergencies arise.

Safe disposal of medications.

Parent(s) or guardian(s) must ensure that an adult collects out-of-date medication. Used Adrenalin auto injectors (Anapens) must be given to the attending ambulance crew.

Disposal of Sharps

Sharps boxes must be used for the safe disposal of needles. (A sharps box is a small yellow plastic container with a protective lid that is used for the disposal of used needles). The parent(s) or guardian(s) must provide the school with a sharps box. All sharps boxes in this school will be stored in a locked filing cabinet when not in use unless alternative safe and secure arrangements are put in place on a case- by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff will be responsible for its safe storage and will return it to school or the student's parent(s) or guardian(s). The parent(s) or guardian(s) must arrange collection and disposal of sharps boxes.

Ratification and Implementation

The Board of Management has ratified and will implement this policy with effect from 2016.

Review of policy

This policy will be reviewed in 2017 or sooner if it becomes necessary to do so.

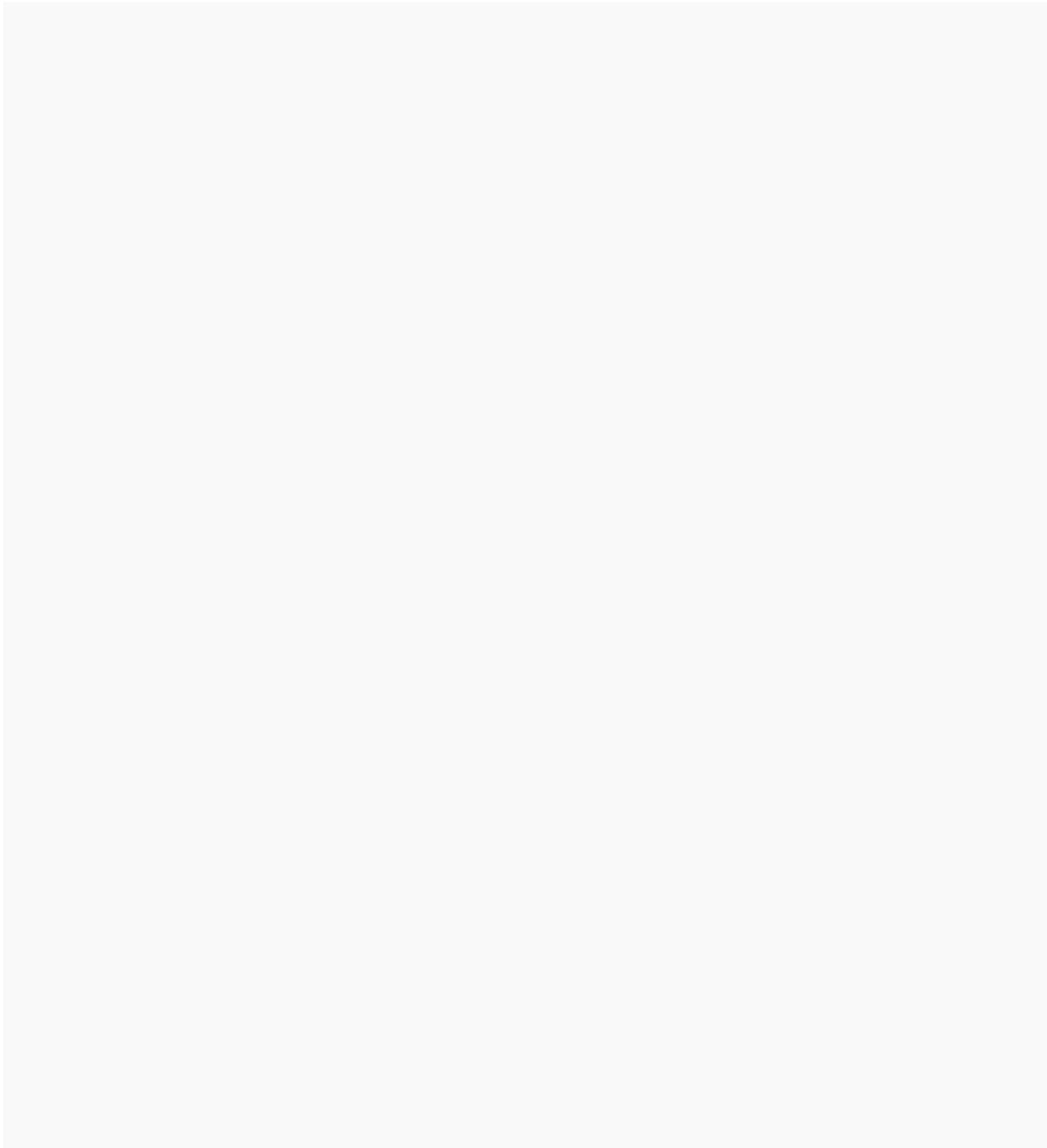
Signed: _____

Phyllis Moynihan
Chairperson
Board of Management

Date: _____

Reviewed on: _____

Date of Review _____



Administration of Medicines in Schools Indemnity

Date of indemnity:

Parties to indemnity:

(a) The parents/guardians of:

(b) _____ for and on behalf of The Board of Management, Ardscoil Mhuire Secondary School, Corbally, Limerick.

The parents are respectively the lawful father and mother or guardians of _____, a student of the above school.

1. *The student suffers on an ongoing basis from the condition known as _____.*
2. *The student may, while attending the said school, require, in emergency circumstances, the administration of medication, viz. _____.*
3. *The parents have agreed that the said medication may, in emergency circumstances, be administered by such members of staff of the said school as may be designated from time to time by The Board.*

It is hereby agreed by and between the parties hereto as follows:

In consideration of the Board entering into this agreement, the parents, as the lawful father and mother respectively of the said student, hereby agree to indemnify and keep indemnified the Board including without prejudice to the generality the said student's teachers 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: _____

(names of parents/guardians)

Signed: _____

On behalf of Board of Management, Ardscoil Mhuire, Corbally, Limerick

Date: _____

APPENDIX 1

GUIDANCE FOR ACTION ON TYPES OF INJURIES

Minor Cuts and Bruises

- Clean around cuts using antiseptic wipe/cloth, cleaning from the centre outwards.
- Gloves are to be used at all times.
- Plaster, gauze or lint is placed on the wound.
- Teacher observation is maintained.
- Children are advised to show and inform parent(s) or guardian(s).

Sprains/Bruises

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is to be implemented.
- Teacher observation is maintained and the parent(s) or guardian(s) contacted as necessary.
-

Faints and Shocks

- The injured person is put lying down.
- Group is kept back to ensure enough air for casualty.
- Casualty is reassured when they recover.
- Parent(s) or guardian(s) are contacted.
- The event is subsequently recorded in the Accident Book

Severe Bleeding

- Call for medical assistance.
- Set or lie the injured party down
- Press down on wound using gloves
- Raise the injured area or limb if possible.
- Put a clean dressing over the wound and secure it firmly with a bandage.
- If blood shows through the dressing then place another one over the first and bandage firmly.
- Treat for shock
- Contact parent(s) or guardian(s)

Stings/Bites

- If visible the sting is removed
- The area is cleaned.
- If case is serious, parent(s) or guardian(s) are contacted

(The designated First Aid coordinator/officer should be contacted for all of the above.)

Administration of Medicines in Schools Indemnity

Date of indemnity:

Parties to indemnity:

(a) The parents/guardians of :

(b) _____ for and on behalf of The Board of Management, Ardscoil Mhuire Secondary School, Corbally, Limerick.

The parents are respectively the lawful father and mother or guardians of _____, a student of the above school.

4. *The student suffers on an ongoing basis from the condition known as _____.*
5. *The student may, while attending the said school, require, in emergency circumstances, the administration of medication, viz. _____.*
6. *The parents have agreed that the said medication may, in emergency circumstances, be administered by such members of staff of the said school as may be designated from time to time by The Board.*

It is hereby agreed by and between the parties hereto as follows:

In consideration of the Board entering into this agreement, the parents, as the lawful father and mother respectively of the said student, hereby agree to indemnify and keep indemnified the Board including without prejudice to the generality the said student's teachers 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: _____

(names of parents/guardians)

Signed: _____

On behalf of Board of Management, Jesus and Mary Secondary School

Date: _____

APPENDIX 2

MEDICAL INFORMATION FORM

Medical Information Form

Date form Completed _____ **Date of Review** _____

1. Student Information

Name: _____ **Class:** _____

Date of Birth: _____ **Age:** _____

Siblings in school

Name : _____ **Class:** _____

Name : _____ **Class:** _____

Name : _____ **Class:** _____

2. Emergency Contacts information

Name : _____

Phone: _____

Relationship to pupil; _____

Name : _____

Phone: _____

Relationship to pupil; _____

GP

Name: _____ **Phone :** _____

3. Details of pupil's condition.

-

Signs and symptoms of pupil's condition:

Triggers or things that make condition worse; _____

4. Routine Healthcare requirements:

-

5.Regular medication taken during school hours(including trips):

-

-

6.Emergency medication. Please fill out full details including dosage:

-

7. Activities: any special considerations ;

-

8. Any other information relating to pupil's health

-

-

APPENDIX 3

MEDICATION AUTHORISATION FORM

Parental and student agreement (please tick the correct reply)

I agree _____ I do not agree _____

that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Signed by parent: _____

Print name: _____

Date: _____

Permission for emergency medication (please tick correct reply)

In the event of an emergency, I agree _____ I do not agree _____

With my child receiving medication administered by a staff member or providing treatment as set out in the attached emergency plan.

Signed by parent: _____

Print Name : _____

Date: _____

Emergency Medication Provision Form.

Date	Time	Name	Medication	Dosage	Any reactions	Administrator

You are here: [Policies](#) ▶ Administration of Medicines Policy
Copyright Corpus Christi GNS © 2014. All Rights Reserved.