



Administration of Medication Policy and Plan for Athea National School

Introduction:

An Administration of Medication policy has been in existence in the school since 10th January 2011. The policy was recently redrafted through a collaborative school process involving the Board of Management and all teachers and SNAs in the school. It was then ratified by the B.O.M on. the 08th December 2020. This policy is intended for internal use in the school and may be viewed by parents/guardians in the administration office, on school website at <https://www.atheans.ie/> or through our school app on the Apple™ App Store or the Android™ Play Store.

Rationale:

The policy as outlined was put in place to:

- Provide for staff training/development
- To comply with all legislation relating to safety and welfare at work
- 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
- To outline procedures to deal with pupils with anaphylaxis in our school
- Ensure the strictest guidelines and controls are in place and that clear instructions are available to staff
- Safeguard school staff that are trained and willing to administer medication
- Protect against possible litigation

Relationship to school ethos:

The school 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 of the policy can be summarised as follows:

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the single manager 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

In-school Procedures:

Parents/Guardians are required to complete an acceptance form when enrolling their child/ren in the school. It is the duty of the parent/guardian to inform the school of any medical needs their children may have. Parents/Guardians are to inform the school immediately if a child develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school. No teacher/SNA is obliged to administer medicine or drugs to a pupil and any teacher/SNA willing and trained to do so works under the controlled guidelines outlined below. Whilst teachers in schools act "in loco parentis" there is no obligation on teachers to administer medicines, or supervise children taking them. Any teacher or SNA who administers medication to a pupil will do so under the controlled guidelines outlined below:

- Prescribed medicines will only be administered after parents/guardians of the pupil concerned have written to the Board of Management requesting the Board to authorise a member of the teaching/SNA staff to do so. Generally non-prescribed medicines will not be stored or administered in the school. In exceptional circumstances the school may agree to store and administer non-prescription medication. Parents/Guardians of the pupil concerned will be required to write to the principal requesting a member of teaching staff/SNA to do so. The Board of Management will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- The school generally advocates the self-administration (e.g. inhalers) in older classes, of prescribed medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. A quantity of emergency medication will be stored in the medicine cabinet in the staff room. This is always locked with the key securely fixed to the top of the cabinet out of sight. Parents/Guardians are responsible for the provision of the correct quantity of medication. It is parents/ guardians responsibility to ensure that expiry dates on

the medication have not passed, notifying the school in the event of a change of dosage (this must be done in writing) and the replenishing of a medicine in the event of exhaustion.

Medication must be clearly labelled. If in a box, both the box and the container inside must contain clear external labelling.

- There will be Salbutamol inhalers and Epinephrine pre-filled pens (1 junior pen and 1 adult pen) stored in a locked First Aid cabinet in the staff room. These are to be used in case of emergency by trained staff. These will only be administered in the case of life threatening emergencies.
- All sharps to be disposed of in sharps bin under Medicine Cabinet.
- Teachers/SNAs 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. In the event of a planned/unplanned absence, the substituting teacher's attention will be drawn to instructions in respect of the pupil who cannot self-administer. A substitute teacher cannot be required to administer prescribed/non-prescribed medication.
- The principal requests parents to ensure that teachers be made aware in writing of any medical condition/allergies suffered by any child in their class. The school reserves the right to refuse to administer medicines that are considered too specialist or where the school is unable to provide a staff member.
- This does not imply a duty upon teachers/SNAs personally to undertake the administration of medicines or drugs. Teachers/SNAs who are willing to administer medication will inform the principal. The principal will keep a record of those teachers/SNAs who agree to undertake the administration of medicines.
- Staff members may undertake CPD provided by STAC training. The most recent training was provided in school on
 - 27th August 2020- Cardiac First Response Community
 - 17th October 2020-Administration of Epinephrine (Adrenaline)

Administration of Glucagon

Administration of Salbutamol

These were attended by Alice Walsh (Preschool), Donna Nolan (ASD 2), Bridget Sheehy (Room 1), Marguerite Quilty (Room 3), Anne Marie Horgan (Room 3 & 4), Margaret Ahern (Room 5&6)

Long Term Health Problems:

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the principal. This is the responsibility of the parents/guardians. It would include measures such as self-administration, administration under parental supervision or administration by school staff.

Life Threatening Condition:

Where a child is suffering from a life threatening condition, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation. If emergency medication is necessary, arrangements must be made with the principal. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines:

1. The parents/guardians of the pupil with special medical needs must inform the principal in writing of the condition, 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. (Appendix 1 and/or 2 and 3)
2. Parents/Guardians must write requesting the principal to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the principal for the administration of medicine, the medicines must be brought to school by the parent/guardian. The medication must be clearly labelled. If in a box, both the box and the container inside must contain clear external labelling.
4. A written record of the date and time of administration must be kept by the person administering it. (Appendix 4)
5. Parents/Guardians are responsible for ensuring that medication is supplied to the school, the replenishing of a medicine in the event of exhaustion, ensuring that the expiry dates on the medication has not passed and also notifying the school in the event of a change of dosage (this must be done in writing). A change in dosage of the same medication does not require notification of the principal, however, Appendix 3 must be filled out again to reflect the change in dosage. In the

event that medication passes its expiry date without being used, the child's parents/guardians will take responsibility for its safe disposal (usually by returning to the pharmacy).

6. The principal must inform the school's insurers accordingly.

7. Parents are further required to indemnify the principal and members of the staff in respect of any liability that may arise regarding the administration of prescribed/non-prescribed medicines in school.

8. All correspondence related to the above are kept in the school.

9. If going off site/leaving the school grounds (e.g. school tour or nature walk) the teacher/SNA who has agreed to administer the medication will carry the medication with them.

10. In the event of the school exiting the building due to fire, the Accountable Person will take any prescribed/non-prescribed medications from the administration office out to the fire assembly points in the event that they are needed.

11. Emergency procedures pertaining to the administration of medicines for those who cannot self-administer (Appendix 3) will be visible in 2 locations across the school - the staffroom and the child's classroom (on a wall beside the teacher's table).

Medicines:

- Unless a written request has been made to the principal together with the relevant appendices, both non-prescribed and prescribed medicines will neither be stored nor administered to pupils in school. If found, such medications will be confiscated and parents/guardians will be made aware of this.
- Teachers/SNAs in the school will only administer prescribed/non-prescribed medication when arrangements have been put in place as outlined above.
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the principal. Prescribed/non-prescribed medicines that cannot be self-administered are stored in the administration office and child's classroom as detailed in the In-School Procedures section of this policy. As listed above the medication must be clearly labelled. If in a box, both the box and the container inside must contain clear external labelling.
- The prescribed/non-prescribed medicine must be self-administered if possible, under the supervision of an authorised teacher/SNA if not the parent.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted. Please see school doctor and contact details on page 7.

- Where possible, the parents should arrange for the administration of prescribed/non-prescribed medicines outside of school hours.
- Under certain circumstances, it may be appropriate for an older child to retain medication in their own possession, and take responsibility for self-administration (e.g. an older child who would normally carry and use their own inhaler). A written request to the principal together with the relevant appendices is still required. Under these circumstances the school will not maintain a record of medication use. Because there is no record of the administration of such medication and because it is in possession of the child, staff cannot be held responsible if it is lost or misused.

The following guidelines are in place with regard to pupils with an allergy:

1. Parents/Guardians inform the school about any allergies their child may have.
2. Strategies to deal with allergies will be decided on a case to case basis depending on severity of allergy.
3. Parents/Guardians will be asked for clear instructions in writing as how the school should deal with the child presenting with signs and symptoms of an allergic reaction. (Appendix 2 and 3)

The following guidelines are in place with regard to pupils with anaphylaxis:

1. Depending on the severity of the allergy, appropriate arrangements will be made. It is the responsibility of the parents/guardians to notify the school in writing and give the school all information regarding known triggers and the severity of the allergy – see appendices 2 and 3.
2. Both pupils and staff at Athea National School are discouraged from bringing nuts/nut products into the school e.g. peanuts, cashew nut butter.
3. Parents/Guardians of all children in the school are informed that children in our school have anaphylaxis and are asked not to include named trigger foods in lunches. This will be done yearly at information evenings for prospective and current parents/guardians.
4. Where another child in the class has a trigger food in his or her lunch box the trigger food is removed from his/her lunch box and sent to the office for safe disposal.
5. Children are advised not to offer or exchange foods, sweets, lunches etc.
6. If going off site/leaving the school grounds (e.g. school tour or nature walk) the teacher/SNA who has agreed to administer the medication will carry the medication with them.

7. Check instructions in respect of the pupil displayed in the staffroom and the child's classroom (on a wall beside the teacher's table).

8. In the event of a pupil going into anaphylactic shock an ambulance will be called. The Anapen/Epipen may also be administered to the pupil. Any Anapen/Epipen administered should be handed to the ambulance crew on arrival.

Indicators of shock include:

Symptoms of shock can include bloating, swelling, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

Invasive Procedures:

Some children require types of specialist or invasive treatments. Only staff that have been appropriately trained are to administer such treatment. This must be in accordance with instructions issued by the paediatrician or G.P. Training in invasive procedures should be conducted by qualified medical personnel e.g. School Nurse, or Specialist Nurse. For the protection of both staff and young people a second member of staff should be present (where possible) while more intimate procedures followed. The parent/guardian will be responsible for the supply, maintenance and the upkeep of the specialist equipment required for such procedures. Invasive procedures will only be carried out after parents/guardians of the pupil concerned have written to the principal requesting the principal to authorise a member of the teaching/SNA staff to do so (appendix 5). A record of the administration of such treatments will be kept by the school (appendix 6).

Local Doctor: Dr Kieran Murphy, Westbury Medical Centre, Athea

Contact Number: 06842271

Note: In the event of the school doctor being called the fee of €85 is to be paid by the parent/guardian of the child.

Emergencies:

In the event of an emergency, teachers/SNAs should do no more than is 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.

In circumstances that warrant immediate medical attention, an ambulance may be called to take the child into Accident and Emergency. Parents/Guardians will be contacted simultaneously.

In addition, parents/guardians must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who suffer from epilepsy, diabetes etc. may have a seizure at any time and teachers/SNAs must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents/Guardians should also outline clearly proper procedures for children who require medication for life threatening conditions.

Appendices 1 – 3 outline these details. The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year and as and when necessary.

First Aid Boxes:

A first aid box is kept in the staffroom, in the hallway, outside ASD 1 and at the exit out to the astro-turf. These contain anti-septic wipes, bandages, gloves, plasters, steri-strips, cotton wool, scissors etc. A first aid box is taken when children are engaged in out of school activities such as tours, swimming, football/hurling games and athletic activities. Gloves to be worn when administering First Aid as per First Aid Policy and COVID Policy.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home in accordance with Athea National School COVID Policy (July 2020). A HSE Declaration form is completed by parent on return to school that symptoms have resolved and illness has not been COVID related.

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.

The Board of Management is at present considering including an Accident and Emergency Consent Form in the General Medical Form completed by each parent/ guardian on the enrolment of their child.

Roles and Responsibilities:

The Board of Management 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 all staff members. The principal will ascertain which members of staff are willing to administer prescribed medicines. Mrs. Donna Nolan is the Accountable Person and is responsible for ensuring that both first aid boxes are adequately resourced. Mrs. Nolan will check the first aid boxes weekly for correct contents. This role also includes record keeping in the form of a spreadsheet to be stored in the Medicine Cabinet. This contains drug name, date received, dispensing authority, dosage, expiry date, lot/ batch number, disposal date and location.

General record keeping – Detailed Information for staff:

All forms and letters concerning administration of medication will be stored in the administrative office. These records are stored in compliance with relevant data protection legislation.

- When a letter regarding a change in dosage or an updated appendix 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 an appendix form to update it in line with written information provided by parents/guardians will be initialled and dated.
- When an updated appendix is received, the original will be retained, but will have a line drawn through it, to indicate that it is now superseded.
- When medication is administered an Appendix 4 will be filled out and stored in each pupil's confidential file. These records are stored in compliance with relevant data protection legislation. A copy will be given to the parents/guardians.

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/SNAs.
- Ensuring the primary responsibility for administering remains with parents/guardians.

Ratification and Review:

This policy was implemented in Athea National School on 10/01/2011. This policy was redrafted and ratified by the Board of Management on 19/06/2018. It was reviewed in December 2020. The policy will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than December 2022.

Ratified by the Board of Management on: 08/12/20.

Signed: *Marie Gleeson*

Date: *08/12/20*

(Chairperson B.o.M.)

Review Date: Annually

Appendix 1

Medical Condition and Administration of Medicines

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:

What signs/symptoms may indicate your child is in need of this medication: (action)

Dosage required:

What Action is required? (Please attach further instruction if necessary)

I/We request that the principal to authorise the taking of prescription/non-prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand 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 has any medical training and we indemnify the principal from any liability that may arise from the administration of the medication.

Signed:

_____ (Parent/Guardian)

_____ (Parent/Guardian)

Date: _____

Appendix 2

Allergy Details Type of Allergy:

Type of Allergy:

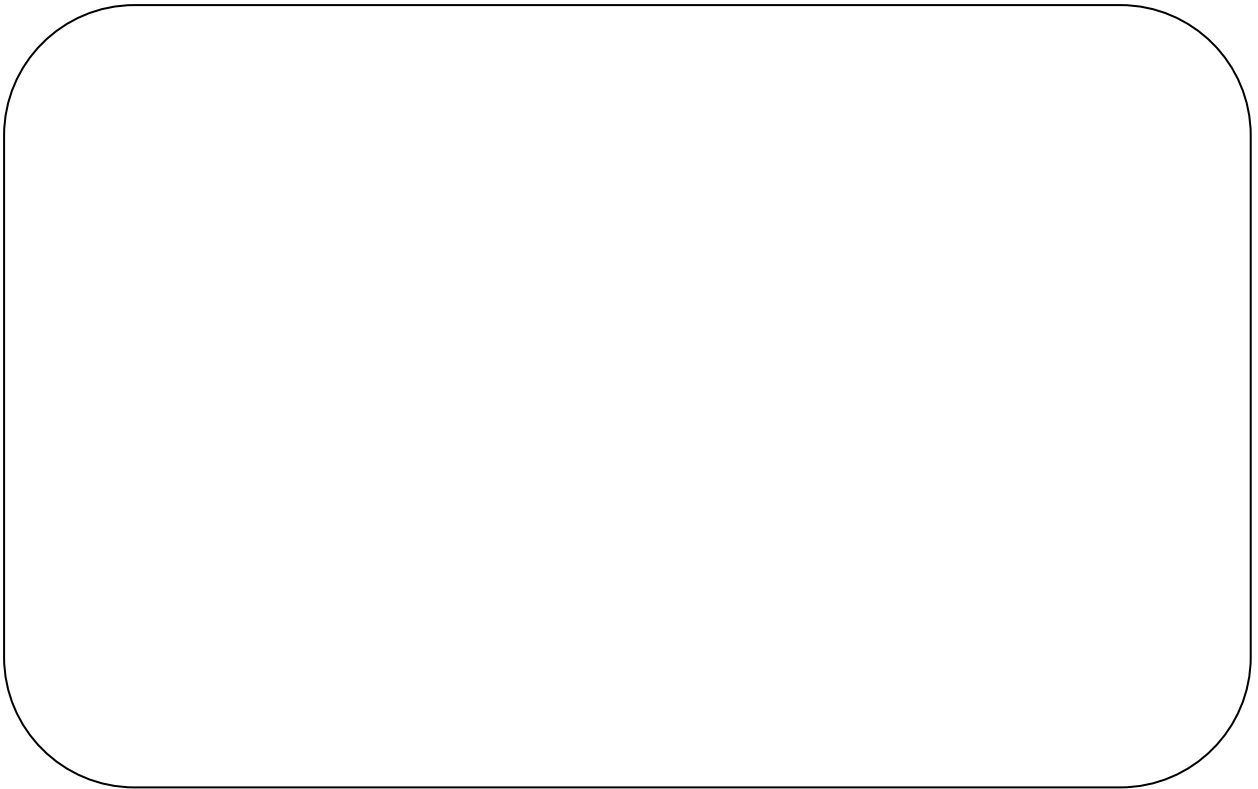
Reaction Level:

Medication:

Storage details:

Dosage required:

Administration Procedure (When, Why, How)



I/We request that the principal authorise the taking of prescription/non-prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand 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 has any medical training and we indemnify the principal from any liability that may arise from the administration of the medication.

Signed:

_____ Parent/Guardian

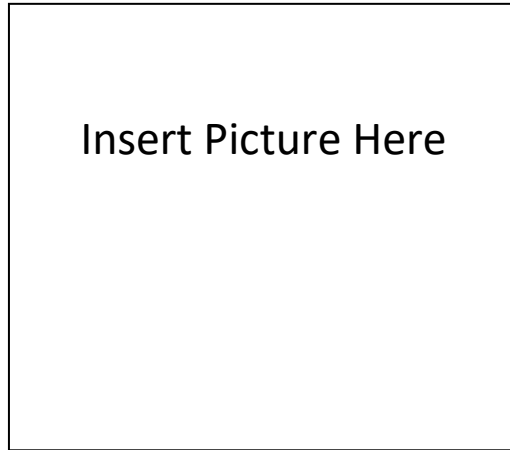
_____ Parent/Guardian

Date: _____

Appendix 3

Emergency Procedures

In the event of _____ displaying any symptoms of his medical difficulty, the following procedures should be followed.



Symptoms:

Procedures:

To include: Dial 112 and call emergency services. Contact Parents/Guardians/Emergency Contact

Appendix 4

Record of Administration of Medicines

Pupil's Name: _____

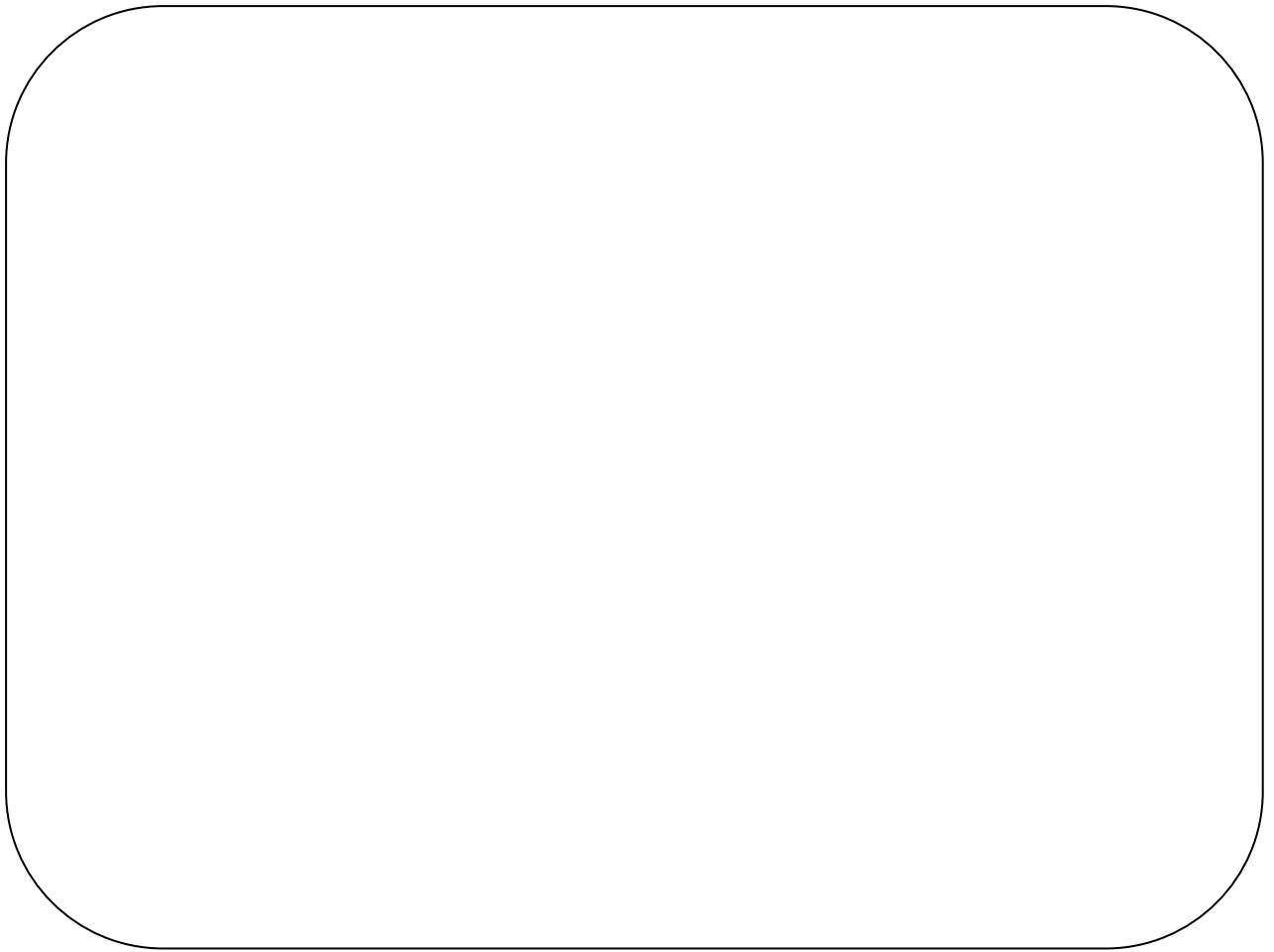
Date of Birth: _____

Medical Condition:

Medication:

Dosage Administered:

Administration Details (When, Why, How)



Signed: _____

Date: _____

Appendix 5

Medical Condition and Invasive Procedure Details

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:

Specialist equipment storage details:

Maintenance of specialist equipment:

What signs/symptoms may indicate your child is in need of this invasive procedure? (action)

What steps are required in carrying out this invasive procedure? (Please attach further instruction if necessary)

I/We request that the principal authorise this invasive procedure during the school day whenever required as it is absolutely necessary for the continued well-being of my/our child. I/We understand that we must inform the school/teacher of any changes of medical treatment/equipment required in writing and that we must inform the teacher each year of the equipment/medical condition. I/We understand that no school personnel has any medical training and we indemnify the principal from any liability that may arise from the invasive procedure.

Signed:

_____ Parent/Guardian

_____ Parent/Guardian

Date: _____

Appendix 6

Record of the Administration of Specialist Equipment

Pupil's Name: _____

Date of Birth: _____

Medical Condition:

Administration Details: (When, Why, How)

Signed: _____

Date: _____

Medical Programme

The school medical programme takes place each year in co-operation with the Mid-Western Health Board.

- Junior Infants' booster injection is administered usually in the first term
- The MMR is administered to 6th class girls and boys
- Hearing, Vision Tests are carried out in Senior Infants and Sixth Class pupils
- The Dental Health Team visit the school annually and focus on Senior Infants and Sixth Class

Contact is made with Psychologists, Speech and Language Therapists, Occupational Therapists etc in relation to the child's overall development

- Parental consent is imperative for the school's involvement with these specialists
- Lack of a Psychological Service for primary schools results in long delays in Psychological Assessments being processed. Therefore, the necessary interventions are being unduly delayed for pupils who cannot afford private assessment.