

Waterpark National School Administration of Medicines Policy

Introduction:

The staff drafted this policy during a staff planning session on Monday, 13th February 2017.

Rationale:

The policy 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.
- Safeguard school staff that are willing to administer medication.
- Protect against possible litigation.

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.
- 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.

In –School Procedures:

The Board of Management will request that parents ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

No staff member is obliged to administer medicine or drugs to a pupil.

Any staff member who is willing to administer medicines will only do so under strictly controlled guidelines, fully confident that the administration will be safe. Medicines will be administered in emergency situations only. Every reasonable precaution will be taken. Under no circumstances will non-prescribed medicines be either stored or administered in school.

Clear instructions about medicines requiring regular administration will be obtained and strictly followed:

- (a) The parents/guardians of the pupil concerned must write to the Board of Management requesting the Board to authorize a willing member of the staff to administer the prescribed medicine. (Appendix 1)
- (b) The request must also contain written instructions of the procedure to be followed in administering the medicine. (Appendix 1)

- (c) The Board of Management, having considered the matter, may authorise a willing member of staff to administer medication to the pupil.
- (d) In administering medication to pupils, a staff member will exercise the standard of care of a reasonable and prudent parent.
- (e) The Board of Management will seek an indemnity from the parents/guardians in respect of any liability that may arise regarding the administration of the medicine.

The Board of Management will make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorized staff member's absence.

The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent.

Parents are responsible for the provision of medication and the notification of a change of dosage immediately to the school with clear written instructions of the procedure to be followed.

Emergencies:

In emergencies, staff will 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.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may arrange for a child to be brought into Accident and Emergency without delay. Parents should be contacted simultaneously.

The school will request that, wherever possible, medical practitioners will arrange times for medication so that they don't coincide with school time.

Where staff members have been given medication to administer in cases of emergency e.g. adrenaline in case of anaphylaxis, this medication should be the smallest dose possible to ensure recovery until a medical expert can take over. At no time should an emergency dose be such that it could harm the child if inappropriately administered. Where possible, injection needles will not be held on the premises and "epi-pen" type injections should be used.

Where children are suffering from life-threatening conditions such as the above, parents must outline clearly, in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.

Long Term Health Problems

Written details from the parents/guardians to the Board of Management giving the name of the child, name and dose of prescribed medication, whether the child is capable of self-administration and the circumstances under which the medication is to be given. (Appendix 1)

Certain medicines, such as inhalers used by asthmatic children, will be made readily accessible at all times of the school day. The medicine should be self-administered, if possible, under the supervision of an adult.

Parents should also outline clearly proper procedures for children who require medication for life threatening conditions. Individual Emergency Plans are formulated with parents/guardians and displayed in all classrooms, resource rooms, offices and the staffroom.

First Aid Boxes:

A First Aid box is in the secretary's office. First aid kits are kept in Senior Infants, 2nd Class and 5th Class. A smaller first aid box is kept in Junior Infants. There is a first aid safe in the teacher's entrance hall.

Two smaller first aid boxes are kept in 6th class and are taken out to be used when the children are on the yard during break and lunch times.

A portable first aid kit is kept in the office and should also be taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

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.

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 maintenance and replenishment of First Aid Boxes 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 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 Board of Management on Wednesday, 5th April 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 April 2020.

Implementation:

The policy has been implemented since Thursday, 6th April 2017.

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Medical Condition and Administration of Medicines (Appendix 1)

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 to be responsible for taking the prescription him/herself?

Administration Procedure (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 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 Date _____

_____ Parent/Guardian Date _____

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Emergency Procedures (Appendix 2)

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

Symptoms: _____

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**To include: Dial 999 and call emergency services.
Contact Parents**

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 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 Date _____
_____ Parent/Guardian Date _____

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Record of administration of Medicines

(Appendix 3)

Pupil's Name: _____

Date of Birth: _____

Medical Condition:

Medication:

Dosage Administered:

Administration Details (When, Why, How)

Signed: _____

Date: _____