



Administration of Medication

1.0 Introduction:

This policy resulted from a collaborative school process and ratification by the Board of Management (BoM). Like all school policies, it is subject to amendment by the Board when/if circumstances change.

2.0 Relationship to School Ethos:

The school recognises and promotes home-school communication on all facets of school life, especially in relation to the welfare of children. This policy supports the school ethos of providing a safe, secure and caring school environment and the furthering of home-school links.

3.0 Aims of the 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 BoM in relation to Health and Safety requirements
 - Provide a framework within which regularised administration of medication by authorised staff members has been agreed with parents/guardians, and medicines may be administered, also, in cases of emergency.

4.0 Authorisation:

Medicines (prescribed or other) which you wish school staff to administer must be authorised by your General Practitioner, Hospital, Consultant or appropriate health professional. Without such signed authorisation, staff cannot give any type of medicines to the students in the school. Parents must also sign the authorisation.

When administration of medication is necessary for a child during the school day, the following procedure will be used:

The Parent/Guardian must complete, sign and return to the school a request for administration of any prescribed medication, using **Form A: Request for Administration of Medication Form** (attached); a copy of the form is available on request at any time of the year.

The family doctor must also sign the medication form.

Please Note: Any change in dosage or medication requires the completion and authorisation of the relevant form. If there is any other information relevant to the child's medication or administration of same, **the school must be notified.**

The Medication forms will contain the following data:

- *Child's full name*
- *Address*
- *Date of Birth*
- *Parents/Guardian name/s, contact address and emergency phone number*
- *GP's name, address and phone number*
- *Name of medicines, details & prescribed dosage*
- *Exact time of dose to be given in school*
- *Expiry date of medicines*
- *Consent given by Parents/Guardian for staff to administer these medicines.*

The Medication Consent Form, providing all the information above, will be copied and retained in a central file as a record for future reference.

Should a child be prescribed a course of antibiotics or other medication which is required to be administered during school hours by a nurse, a Medication Form should be filled out and signed by the family doctor. The school will keep such medication forms on file.

All medication to be administered in school must be in the original container.

The container must be clearly labelled with

- *the child's name*
- the name and strength of the medication*
- the dosage and when the medication should be given*
- the expiry date*

Please note: The school will not administer medication which is outside its expiry date.

Parents/Guardians are responsible for the provision of prescribed medicine, including asthma inhalers, and should plan ahead towards ensuring that an adequate supply of medication is available.

Parents/Guardians are encouraged to bring medicines directly to the school. If, of necessity, medication is transported on a school-bus, the medication **must** be given to the school bus escort, who will deliver it to the school-office. (See form D)

At the end of the school term or year, the school will dispose safely of any unused or outdated medication(s), unless a parent/guardian collects them by arrangement.

**Medication is administered by the school nurse.
A record of administration of medicines is kept and filed.**

5.0 Pupil's possession and self-administration of Asthma Inhaled Medications.

The school recognises that pupils with asthma may need to possess and self-administer prescribed asthma inhalers.

As part of accepted good practice, it is recommended that pupils who self-administer asthma medication carry a rescue inhaler with them whilst on school property, during the school day, at school sponsored activities and events.

Before a pupil is allowed to carry and self-administer a prescribed asthma inhaler the following three steps must be taken:

- a. Form B, 'Authorisation Form for Pupil's possession and self-administration of Asthma Medication' (attached) must be completed, signed and returned to the school. This form includes a statement to be signed by parents which acknowledges that the BoM is not liable for illness or injury arising from the child's possession and self-administration of asthma medication.
- b. The child's family doctor must complete the attached Form C (School Asthma Record Sheet) at the beginning of each school year;
- c. The school must be supplied with a back-up inhaler which is 'in date' and properly labelled; this inhaler will be kept in an accessible place in the school, to be used in case of an emergency.

6.0 Nut Allergy

If your child suffers from a nut allergy, you must inform the school in writing.

The following guidelines are in place with regard to pupils with a Nut Allergy:

1. Staff dealing with the pupil do not eat nuts or any item with nut trace.
2. Staff advise and remind children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

Unless it has been otherwise requested by parents/guardians, in the event that the pupil comes in contact with peanuts, the school nurse will

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately. Every effort will be made to keep the pupil calm and breathing easily, towards easing any discomfort and sensation of his/her throat swelling. S/he will be urged and supervised in drinking as much water as possible. Such steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the relevant Pen be administered. The Pen is stored in _____. Before or immediately after the Pen has been administered, an ambulance must be called.

7.0 Medication in Transit

When a pupil's medication is likely to be in transit with her/him, Form D (Medication Arrangements for Transit) must be completed, signed and returned to the school. Immediately on arrival, the medication must be handed over to the school nurse, who will record/log it as 'received'. When it arises, medication must be handed over by the nurse at the end of the school day to the parent/escort and then by the escort to the parent (if that be the case). These transactions are all logged by the school.

8.0 Roles and Responsibilities:

The BoM 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 collaboration and assistance of all staff members.

9.0 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 the school community
- Ensuring that the primary responsibility for administering medication remains with parents/guardians.

10.0 Ratification and Review:

This policy was ratified by the BoM on 7/7/20 . It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.