

# DOORUS N.S.

Doorus, Kinvara, Co.Galway

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## ADMINISTRATION OF MEDICATION 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.

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.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only.

### **Policy Content**

#### **1. Procedure to be followed by parents who require the administration of medication for their children**

- The parent/guardian must write to the Board of Management requesting the Board to authorise a staff member(s) to administer the medication or to monitor self-administration of the medication. Under no circumstance will non-prescribed medicines be either stored or administered in the school.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.
- 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 are required to provide a telephone number where they may be contacted in the event of an emergency arising.
- It is not recommended that children keep medication in bags, coats, etc.

## **2. 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.

## **2. Responsibilities of Staff Members**

- There is no legal or contractual duty for a member of staff to administer medication or supervise a student taking medication. However, any teacher who is willing and confident to administer medication to a student can do so under controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided by the parents along with written approval.

- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication 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.
- In emergency situations, staff should do no more that 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.

❖ **Safe storage – General**

1. There is a locked medical box in the staffroom for the storage of medication.
2. At the beginning of each term, the parent will check the expiry dates for their specific medication stored at school They shall inform the class teacher.
3. The identified member of staff, along with the parents of students with chronic conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, the name and dose of the medication and the frequency of the dose. This includes all medication that students carry themselves.
4. Medication is stored in accordance with instructions, paying particular note to temperature.
5. Some medication for students at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled with the student's name.
6. All medication is sent home with parents at the end of each term. Medication is not stored at school during holiday periods.
7. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of each new term.

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

1. Nuts or products containing nuts/nut trace are strictly discouraged in the school.
2. Staff dealing with the pupil(s) will endeavour to not eat nuts or any item with nut trace.
2. The children are advised not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.
4. Nut allergies are dealt with on a case by case basis by Principal, staff, parents and children.

**In the event the pupil comes in contact with peanuts:**

Only in the event of anaphylactic shock should the Pen be administered. The Pen is stored in staffroom. Before or immediately after Pen has been administered, an ambulance must be called.

**Indicators of Anaphylactic shock can include;** wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

❖ **Medical Alert Card:**

A Medical Alert Card is kept in the staffroom and also in the necessary classroom(s) so that a substitute teacher will be made aware of a pupil's medical condition in that class. This card will follow with the child from year to year.

❖ **First Aid Boxes:**

A full medical kit is taken when children are engaged in out of school activities such as tours, football games and athletic activities, etc. Also a full medical kit will be stored in the staff room.

❖ **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. A child too sick to play with peers should not be in school.

**Ratified by Board of Management on \_\_\_\_\_**  
**Date**

**Signed \_\_\_\_\_**  
**Chairperson, Board of Management**