



RCS

**RCS
Administration
of Medicines
Policy**

2023

Ratified by the Board of Management on 13th December 2023

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Rationale of this policy:

The policy as outlined 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
- To outline procedures to deal with a student with a nut allergy in our school
- To safeguard school staff who are willing to administer medication
- To protect against possible litigation.

Relationship to School Ethos:

The school promotes positive home-school contacts, not only in relation to the welfare of students, 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 and objectives of the policy can be summarised as follows:

- Minimise health risks to students and staff on the school premises.
- Fulfil the duty of the BoM 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 are required to complete a Health/Medication form when enrolling their children in the school. **No teacher is obliged to administer medicine or drugs to a student and any teacher willing to do so works under the controlled guidelines outlined below.**

- Prescribed medicines will only be administered after parents of the student concerned have written to the BoM requesting the Board to authorise a member of the teaching staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. **The Board 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) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent.
- Medicines are stored on the school premises in the medicine press in the kitchen in the staffroom. Medicine containers are labelled with the student's name. Parents are responsible for the provision of medication and notification of change of dosage.
- Teachers have a professional duty to safeguard the health and safety of students, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class.
- Conditions that require medication /monitoring must be outlined in the school enrolment form when the student enters the school.
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Long Term Health Problems

Where there are students with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. 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.

Students with Complex Medical Needs

If a student has complex medical needs an individual health & medication plan is to be designed with the student's health providers, parents & the school. An individual health & medication plan is to be

approved by the student's health care provider, parents, ISA and the BoM & is to be reviewed annually or as the needs require.

Life Threatening Conditions

Where students are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child (Appendix 1). Training may need to be provided to staff to prepare them to deal with an emergency situation. If emergency medication is necessary, arrangements must be made with the Board of Management. 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 of the student with special medical needs must inform the Board of Management 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)
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult.
4. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
5. Emergency medication must have exact details of how it is to be administered.
6. The BoM must inform the school's insurers accordingly.
7. Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school
8. All correspondence related to the above are kept in the school.

Medicines

- Non-prescribed medicines will neither be stored nor administered to students in school
- Teachers/SNAs in the school will only administer 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.
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management
- The prescribed medicine must be self-administered, if possible, under the supervision of an authorised Teacher/SNA if not the parent

- No teacher/SNA can be required to administer medicine or drugs to a student.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
- It is not recommended that students keep medication in bags, coats, etc.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

Nut Allergies

The following guidelines are in place regarding students with a Nut Allergy.

1. The school is a nut free premises.
2. Ensure all parents are aware that there are students in the school with an allergy.
3. Ensure canteen are aware that there are students in the school with an allergy. No canteen food to contain nuts.
4. Advise students not to offer or exchange foods, sweets, lunches etc. in class/yard.
5. There is medication kept in medicine cabinet in event of an allergy.
6. If going off-site, medication must be carried.

In the event the student comes in contact with peanuts

1. Administer the child's antihistamine immediately. It is important that the student be kept calm to allow him to breathe calmly as he will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in medical cabinet in staff room. Before or immediately after Pen has been administered, an ambulance must be called.

Indicators of shock include:

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

Emergencies

Emergency Phone Numbers: 999/112

In the event of an emergency, teachers 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.

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

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is living with. For example, students who have epilepsy or diabetes etc. may have a seizure at any time and teachers 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 should also outline clearly proper procedures for students who require medication for life threatening conditions.

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.

First Aid Boxes:

First aid boxes are fully stocked according to HSA guidelines. First aid box is available in the office. First aid boxes are in all practical rooms: gym, lab 15, lab 17, art room, needlework room, kitchen, wood work room & metal work room. 2 first aid boxes are available for trips/matches & extra-curricular.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home.

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 assistance of all staff members and the maintenance. Replenishment of First Aid Boxes is a post of responsibility for the Health & Safety Officer.

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 students
- Positive feedback from parents/teachers

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

Signed: _____
Chairperson Board of Management

Date: _____

Appendix 1

Medical Condition and Administration of Medicines Form

Student's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

Student's Doctor: _____ Phone: _____

Student Name & Base Class:

Medical Condition

Symptoms to watch out for:

Activities to be careful of:

Treatment and Medication (dosage, when to administer, how to administer, procedure details & follow up actions required):

Location of medication and any other information:

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 wellbeing 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

_____ Parent/Guardian

Date _____

