

## **Medical and Administration of Medication Policy**

### **Introduction**

The health and safety of your child is of prime concern to the Staff and Board of Management of Greystones Educate Together National School (GET NS) and it is essential that parents and teachers work together for the good of the child in this regard.

While the Board of Management has a duty to safeguard the health and safety of pupils while they are engaged in authorised school activities, this does not imply a duty upon teaching or other staff to personally undertake the administration of medication.

The term “parent” or “parents” used in this document should be taken to refer to parent/guardian.

### **Rationale and Aim**

This Policy outlines the school’s approach to medication and medical issues in general. This policy has been formulated in order to ensure that when children require medication, the school is in a position to administer this medication in an appropriate manner.

Medication in this policy refers to medicines, tablets and sprays administered by mouth and automatic injection devices (e.g anapen) used in cases of anaphylaxis.

### **Medical Information**

It is essential that the school be made aware of any medical condition that may affect your child during the school day. This includes not only information on chronic medical conditions, but also allergies, eyesight problems etc.

It is a requirement that you include this information on the school’s registration form when registering your child in GET NS.

If your child develops a condition at any time during their years in GET NS, you must inform the school so that your child's records may be updated and appropriate measures may be taken.

## Illness

In the case where a teacher becomes aware that your child is ill, you will be contacted by the school.

When a child has a contagious disease GETNS have a duty to inform other parents in the school. Please inform the school immediately if you suspect your child has contracted any of the following:

- Mumps
- Measles
- Hepatitis
- Rubella
- Scabies
- Whooping Cough
- Glandular Fever
- Impetigo
- Scarlet Fever
- Chicken Pox
- Ringworm

Please keep your child away from school until he/she is clear of infection and check with your GP if your child is fit to return to school. In addition please always check with your GP if in their opinion the school should be informed of an infectious disease for which your child is receiving treatment.

## First Aid

From time to time minor accidents will occur. The staff at the school will deal with these by cleaning and if necessary disinfecting the wound and applying a plaster. Please advise the school if your child has a known allergy to common antiseptic products or plasters.

If as a result of an accident during school time or at a school activity, your child receives a bang to the head or other serious injury, you will be notified by the school.

## Administration of Medication

Under the provision of the Education Act 1998 and the regulation of the Department of Education and Skills, the Department cannot direct any member of the teaching staff or the Board of Management to administer medical treatment to pupils, actions which are normally carried out by trained medical professionals such as doctors and nurses.

Any member of staff who volunteers to be responsible for administering medicines should do so following clear instructions provided by the parents of the child in question. The parents of the child are responsible for ensuring that these instructions are correct.

## Oral Medicines

Under normal circumstances no oral medicine or tablets will be administered by the staff. Under exceptional circumstances parents may write to the school to request that the staff administer, or monitor the self-administration of, oral medication.

Children are not permitted to have medication (e.g. inhalers) in their possession. All medication will be securely stored on the child's behalf by their teacher.

Children should ideally be competent to self-administer oral medication, under adult supervision.

## Medication Policy

### Procedure to be followed by parents who require administration of medication for their children

- The parent should write to the Board of Management requesting the Board authorise two staff members to administer the medication or to monitor self-administration of the medication
- Parents are required to provide written instructions of the procedure to be followed in the administration and storage of the medication (see Appendix 1)
- Parents are required to provide a copy of the prescription for the medication, or letter from the child's doctor, along with these written instructions
- 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 in available.
- Parents are responsible for ensuring that any medication provided is within the use-by date.
- 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
- Parents should provide to the school for inspection by the staff, principal and Board of Management as full and detailed an account as possible of the child's medical condition, medical history and the nature of intervention which may be required.
- Where children are suffering from a life threatening condition, parents should clearly outline in writing what should and should not be done in an emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a primary telephone number and an emergency backup number (or numbers) where they may be contacted in the event of an emergency arising.

- 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 (see Appendix 2). The Board will inform the school's insurers accordingly.
- For long-term conditions, the request for administration should be renewed at the beginning of each school year

### **Procedures to be followed by the Board of Management**

- The Board of Management (BoM), having considered the written request from the parents, may authorise two or more staff members to administer medication to a pupil or to monitor the self-administration by a pupil.
- The BoM, bearing in mind the possible delay between Board meetings and with regard to avoiding any unnecessary delay in authorising administration of medication, authorises the Principal + any one other member of the BoM to grant immediate authorisation to two or more staff members to administer medication, subject to ratification at the next regular Board meeting and to the appropriate written request and instructions being available from the parents.
- The BoM will ensure that the authorised persons are properly instructed in how to administer the medicine: the written request from the parents must include the necessary instructions on administration of the medicine (see Appendix 1) and staff will only be authorised to administer the medicine if these instructions are clear.
- The BoM shall seek an indemnity in writing from parents in respect of any liability that may arise regarding the administration of medicine.
- The BoM shall inform the school insurers accordingly.
- The BoM shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff members' absence.

### **Responsibilities of Staff Members**

- No staff member can be required to administer medication to a pupil
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe
- Written guidelines on the administration of the medication must be provided
- 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 responsible parent
- A diary will be stored along with the medication. A written record of the date and time of administration shall be filled in each time medication is administered.
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or to 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.

## Emergency Procedure

Where a child has an accident which is considered serious, an ambulance will be called and parents/guardians notified. 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. In such circumstances parents will be contacted simultaneously.

## Reporting Accidents in School

All accidents of a serious nature will be recorded in the school Accident Report Book.

## Revision History

Version	Date	Comment
0.1	28 October 2013	Redraft. Submitted to staff and BoM for review.
0.2	6 December 2013	Minor edits following comments from Staff.
1.0	22 December 2013	Final Agreed comments following BoM review
1.1	7 January 2014	Minor additional comments implemented

## Timetable for review

This policy will be reviewed by the BoM following any serious medical incident in the school, or on the enrolment of a child/children with significant medical conditions. It is also the intention of the BOM to review this policy from time to time, and at least every 2 years.

In this regard, feedback from all members of the school community is encouraged. Feedback may be provided by email to [getnsboard@gmail.com](mailto:getnsboard@gmail.com) or by letter to the school office, addressed for the attention of the Board of Management.

## Ratification

Ratified by Board of Management on

**14 January 2014**

Signed by:

\_\_\_\_\_ (Chairperson)

Date:

\_\_\_\_\_

## Appendix 1

Request for Administration of Medication

### Part 1: Contact Details

Childs Name	
Parent/Guardian Name(s)	
Parent/Guardian Address(s)	
<b>Emergency Contact Numbers</b>	
1 Name	Number
2 Name	Number
3 Name	Number
4 Name	Number
Doctor's Name and Phone Number	

**Part 2: Medication Details**

Name of Medication	
Instructions on Storage and Administration of Medication	
Will your child self administer the medication:	
Designated member of Staff to administer / supervise medication	
Alternate member of staff in case designed member absent	

Signed ..... (Principal) on ..... (date)

Signed .....(Mother/Guardian) on ..... (date)

Signed .....(Father/Guardian) on ..... (date)



## Appendix 2 : Letter of Indemnity

1. 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.
2. I/We understand that the school has limited facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in as required. In the event of certain specific medicines being stored, the expiry date is the responsibility of the parents.
3. 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.
4. I/We acknowledge that the above facility provided by the School is on a purely voluntary basis and without any obligation whatsoever on the part of the school.
5. In consideration of the School facilitating me/us as stipulated in paragraph 1 above, I/we hereby indemnify The Board of Management of Greystones Educate Together National School in respect of all losses, claims, demands, actions or proceedings whatsoever arising under any statute or common law in respect of personal injury or injury of any nature whatsoever arising out of or in the course of or caused directly or indirectly by the storage of the said medication by or at the School and/or administration of the said medication to my/our child.
6. 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: \_\_\_\_\_