

# ***ADMINISTRATION OF MEDICATION POLICY***

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The purpose of this policy is to give clear guidance to staff, parents and any member of the school community as to their roles and responsibilities with regard to the administration of medicines.

All members of the school community – Board of Management, principal, teaching staff, SNAs and ancillary staff have a professional duty to safeguard the health and safety of pupils both when they are authorised to be on the school premises and when they are engaged in school activities elsewhere. In order to do so the staff will follow the guidelines laid down in the school's ***Health and Safety, Substance Misuse and School Tours policies***.

The following guidelines have been drawn up taking into account the above policies and also guidelines laid down by the Irish National Teachers Organisation (INTO) and have been done so in the best interests of all concerned. The school believes that the personal, social and physical development of each member of the school community is important and that education flourishes in an environment where good relationships are encouraged where people feel valued and respected. The school does not accept the possession, use or supply of drugs by any member of the school community. The only exception is for legitimate medicinal use. This policy addresses that legitimate medicinal use.

### **TEACHERS' PROFESSIONAL DUTY**

Teachers and staff have a professional duty to safeguard the health and safety of pupils both when they are authorised to be in the school premises and when they are engaged in authorised school activities elsewhere. This does not imply a duty to undertake the administration of medicines. Indeed it is important that teachers do not take responsibility for administering any medicines which if administered incorrectly could leave damaging effects on the health of a child.

However, if teachers have the permission of the Board of Management; the written approval of parents and have been given adequate directions, then any teachers willing to do so may take on that responsibility.

### **GUIDELINES FOR ADMINISTRATION OF MEDICATION:**

#### ***Teachers:***

- i. No teacher can be required to administer medicine or drugs to a pupil.
- ii. Any teacher who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe. A teacher who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution must be taken. Clear instructions about

medicines requiring regular administration must be obtained and strictly followed.

- iii. In emergencies teachers should 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.
- iv. If the teacher is so authorised she/he should be properly instructed by the Board of Management.
- v. A teacher should not administer medication without the specific authorisation of the Board.
- vi. In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.

***Board of Management:***

- i. Arrangements will be made by the Board of Management for the safe storage of medication and procedures for the administration of medication in the event of the authorised teacher's absence.
- ii. The Principal and Board of Management when enrolling a child will ask parents for all relevant medical information concerning their child. Such information will be notified to each teacher at the start of each year on the class lists.
- iii. It is important that the Board of Management requests parents to ensure that teachers be made aware in writing on any medical condition suffered by any children in their class.
- iv. The Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil.
- v. In the event that a child may need medication either long term or for a short period of time only the parent(s)/guardian(s) of the pupil concerned should write to the Board requesting the Board to authorise a member of the teaching staff to administer the medication.
- vi. Where possible the Principal will ask parents to arrange times for medication which do not coincide with school time.
- vii. The Board will ask parents for an indemnity in respect of any liability that may arise regarding the administration of medication.
- viii. The Board will inform the school's insurers of the administration of medication policy and also of any pupils enrolled who have serious medical conditions such as epilepsy or anaphylaxis.

***Parents:***

- i. It is the parents' responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.
- ii. It is important that teachers are made aware in writing of any medical condition suffered by their children. Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person if necessary.
- iii. The parents of pupils should write to the Board of Management requesting the Board to authorise a member of the teaching staff to administer medication.
- iv. Requests for the administering of medication should also contain written instructions of the procedure to be followed.

**FIRST AID**

- i. The Board of Management when enrolling a child will ask parents for a letter of permission to bring their child to hospital/doctor at the principal's discretion. This permission will be kept permanently on file during the child's time in the school.
- ii. The treatment of injuries will always be undertaken by a responsible adult (Ms. Muireann Jones, School Secretary or by a qualified "First Aider"). If it is necessary to bring a child to a doctor or a hospital every effort will be made to make contact first with a parent or guardian.
- iii. It is advisable that each teacher has a record of telephone numbers where parents can be contacted both at work and at home.
- iv. In the case of emergency the principal will use her best judgement in the particular situation.
- v. It is important to note that individuals can also be found liable for failing to treat an injury. In the interests of the safety of staff and children, care should also be taken in administering first aid in order to avoid contact with communicable illness/diseases.

**CHILDREN WITH LONG TERM HEALTH ILLNESS**

It is recognised that it is desirable for children with long term recurring health problems, such as asthma, epilepsy, diabetes and anaphylaxis to be accommodated within school in order that they can continue their education. If this is done, however, proper and clearly understood arrangements for administration of medicines must be made with parents. Parents should be encouraged to provide maximum support and assistance in helping the school accommodate the pupil. This would include measures such as self administration (where necessary and only after approval from a GP), or under parental supervision.

Where teachers 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. Confirmation of this should be obtained in writing from the medical practitioner responsible for the child before a school would agree to hold such life saving medication in its care. Where possible, injection needles should 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 should 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.

**Implementation:** This policy will be implemented by relevant staff from November, 2018 onwards.

**Review:** his policy was originally drawn up in 2006. It was reviewed and amended in 2013. It was further reviewed and amended in October 2018.

**ADMINISTRATION OF MEDICINES (INDEMNITY)**  
**HAROLD'S CROSS NATIONAL SCHOOL**

THIS INDEMNITY is made the      day of                      201      BETWEEN \_\_\_\_\_  
(lawful    father,    mother    or    guardian    of                      \_\_\_\_\_  
(hereinafter called 'the parents guardian) AND Ms. B. Kehoe, Principal, for and on behalf of the Board  
of Management (hereunder called 'the Board') of the Other Part.

Cross NS is situated at Clareville Road, Harold's Cross in the County of Dublin.

**WHEREAS:**

1.    The parents or guardian are respectively the lawful father, mother or guardian of  
a pupil of the above school.
2.    The pupil suffers on an ongoing basis from the condition known as \_\_\_\_\_
3.    The pupil may, while attending the said school, require, in emergency circumstances, the  
administration of medication, viz.
4.    The parents have agreed that the said medication may, in emergency circumstances, be  
administered by the said pupil's classroom teacher and/or such other member of staff of the said  
school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

In consideration of the Board entering into the within Agreement, the parents or guardian, as the lawful  
father, mother or guardian respectively of the said pupil HEREBY AGREE to indemnify and keep  
indemnified the Board, its servants and agents including without prejudice to the generality the said  
pupil's class teacher and/or the Principal of the said school from and against all claims, both present and  
future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereunto set their hands and affixed their seals the day and year first  
herein written.

SIGNED AND SEALED by the parents or guardian in the presence of:

SIGNED AND SEALED by the said in the presence of:

**Date:**

