



Administration of Medications Policy

Mission Statement

Adamstown Community College will promote a happy and caring school environment where pupils are encouraged and supported to reach their full potential.

The emphasis will be placed on quality teaching and learning, positive behaviour and the pursuit of standards of excellence in all areas of college activities.

Our philosophy is based on respect, tolerance and understanding while appreciating the diversity of our changing world.

Rationale

The policy as outlined was put in place to;

- Clarify areas of responsibility.
- To give clear guidance to staff on situations where it is appropriate or 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 pupils with anaphylaxis in our school.
- Protect against possible litigation.
- To help compile a register of students who require medication.

Principles/Guidelines

Aims of this Policy:

The aims of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises.
- Provide a framework within which medicines may be administered in cases of emergency or self administered in instances where regularised administration has been agreed with parents/guardians.

Role of Parents/Guardians

- Parents/Guardians are required to complete a medical form (Appendix 1, 2, 3, 4) when enrolling their children in the school. It is the duty of the parent/guardian to inform the school of any medical needs, including allergies, their children may have.
- Parents/Guardians are to inform the school immediately if a child develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school.
- The school generally advocates the self-administration (e.g. inhalers) of prescribed medicine. In exceptional circumstances, prescribed medicines will only be administered after parents/guardians of the pupil concerned have written to the principal requesting the principal to authorise a member of the teaching/SNA staff to do so.
- Non-prescribed medicines will not be stored or administered in the school. The principal will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- Parents/Guardians are responsible for the provision of the correct quantity of medication, ensuring that expiry dates on the medication have not passed, notifying the school in the event of a change of dosage (this must be done in writing) and the replenishing of a medicine in the event of exhaustion. Medication must be clearly labeled. If in a box, both the box and the container inside must contain clear external labelling. If consent from the principal is granted, one dosage of a prescription drugs/emergency medication will be stored in an unlocked drawer/press in the administration office and another dosage may be carried on the student in case of emergency

Role of Student

- It's the responsibility of the student to have their prescribed medication on them at all times.
- It's the responsibility of the students to self-administer their medication as outlined by the parents in Appendix 1 and Appendix 4
- In the event of a student feeling unwell the student should inform the nearest teacher/SNA of symptoms in case of emergency
- If going off site/leaving the school grounds (e.g. school tour or nature walk) it is the responsibility of the student to carry their medication with them

Role of Teacher/SNA:

- Any teacher or SNA who administers medication to a pupil will do so under the controlled guidelines outlined below. Whilst teachers in schools act "*in loco parentis*" there is no obligation on teachers to administer medicines, or supervise children taking them. Any teacher or SNA who administers medication to a pupil will do so under the controlled guidelines outlined below:
- In the event of an emergency, teachers/SNAs should seek help from the college's emergency first aid responder team. In circumstances that warrant immediate medical attention, an ambulance may be called to take the child into Accident and Emergency. Parents/Guardians will be contacted simultaneously.
- In the event of a pupil going into anaphylactic shock an ambulance will be called. If an Anapen/Epipen is available for that child it may be administered to the pupil. Any Anapen/Epipen administered should be handed to the ambulance crew on arrival.

Good Practice:

- Non-prescribed medicines will not be stored or administered in the school.
- The principal will seek indemnity from parents in respect of any liability arising from the administration of medicines.

Guidelines for the Administration of Medicines:

1. The parents/guardians of the pupil with special medical needs must inform the principal in writing of the condition, giving all the necessary details of the condition. The request must also contain written instructions of the procedure to be followed in administering the medication (for student administering their own medication). (Appendix 1 and/or 2 and 3)
2. Parents/Guardians must write requesting the principal to authorise the administration of medication in school.
3. Where specific authorisation has been given by the principal for the administration of medicine, the medicines must be brought to school by the parent/guardian. The medication must be clearly labelled. If in a box, both the box and the container inside must contain clear external labelling.
4. A written record of the date and time of administration must be kept by the person administering it. (Appendix 4)
5. Parents/Guardians are responsible for ensuring that medication is supplied to the school, the replenishing of a medicine in the event of exhaustion, ensuring that the expiry dates on the medication has not passed and also notifying the school in the event of a change of dosage (this must be done in writing). A change in dosage of the same medication does not require notification of the principal, however, appendix 3 must be filled out again to reflect the change in dosage. In the event that medication passes its expiry date without being used, the child's parents/guardians will take responsibility for its safe disposal (usually by returning to the pharmacy).
6. The principal must inform the school's insurers accordingly.
7. Parents are further required to indemnify the principal and members of the staff in respect of any liability that may arise regarding the administration of prescribed/non-prescribed medicines in school.
8. All correspondence related to the above are kept in the school.
9. In the event of the school exiting the building due to fire, the school secretary will take any prescribed/non-prescribed medications from the administration office out to the fire assembly points in the event that they are needed.

Appendix 1
Medical Condition and Administration of Medicines

Pupil's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition:

Prescription Details:

Storage details:

Dosage required:

Is the pupil to be responsible for taking the prescription him/herself?

What Action is required

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. 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 _____

**Appendix 2
Allergy Details**

Pupil's Name: _____

Type of Allergy:

Reaction Level:

Medication:

Storage details:

Dosage required:

Administration Procedure (When, Why, How)

Signed: _____

Date: _____

Appendix 3 Emergency Procedures

In the event of _____ displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

Symptoms:

Procedure:

***To include: Dial 112 and call emergency services.
Contact Parents***

Signed: _____

Signed: _____

Date:

Appendix 4
Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition:

Medication:

Dosage Administered:

Administration Details (When, Why, How)

Signed: _____

Date: _____