



## **Administration of Medication Policy**

The policy as outlined was put in place to;

1. Clarify areas of responsibility.
2. To give clear guidance about situations where it is appropriate to administer medicines.
3. Safeguard school staff that are willing to administer medication.
4. Protect against possible litigation.
5. To inform all staff members and parents/guardians of the procedures in place in St Joseph's Secondary School in relation to the administration of medication.

### **1.1 Aims of this Policy:**

The aims of the policy can be summarised as follows;

1. Minimise health risks to students and staff on the school premises.
2. Fulfil the duty of the Principal in relation to Health and Safety requirements.
3. 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.

### **1.2 Awareness of Medical Needs**

- When joining our school, Parents/Guardians are required to inform the school of any medical condition or allergy from which their pupil may suffer.
- Relevant information is retained on VSware on student files.
- All staff members are made aware of allergies/ conditions in their class at the beginning of the school year.
- It is the Parent's responsibility to notify the school of any changes in existing medical conditions.
- At the start of each academic year school personal will make all relevant medical information regarding pupils available to all staff.
- Any changes or additions to a pupil's medical condition must be given by Parents/Guardians to the School Principal and passed onto relevant staff as soon as they are known.

- This is especially important when pupils with medical conditions join the school within the academic year.

### **1.3 General School Procedures**

1. Non-prescribed medicines will neither be stored nor administered to pupils in school.
2. Prescribed medication should be self-administered, if possible, under the supervision of a parent or an authorised staff member.
3. Staff will only administer prescribed medication when arrangements have been put in place as outlined below and if it is essential.
4. No staff member can be required to administer medication to a pupil.
5. In an emergency situation qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
6. Prescribed medication is not stored in the school if at all possible unless arrangements have been made in writing to the school.
7. When emergency medication needs to be available in the school storage arrangements must be agreed in writing with the Board of Management.
8. Under no circumstances will any medication be administered to a student other than the student for whom it was prescribed.
9. This school ensures that all staff protect student confidentiality.

### **1.4 In-School Procedures:**

1. It is the duty of the parent/guardian to inform the school of any medical needs their students may have. Parents are to inform the school immediately if a student develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below. Any teacher or SNA who administers medication to a pupil will do so under the controlled guidelines outlined below:
2. Prescribed medicines will only be administered after parents of the pupil has filled in the medical consent form (Appendix 1). Under no circumstance will non-prescribed medicines be stored, administered or be in the possession of a pupil in the school.
3. The school generally advocates the self-administration (e.g. inhalers) of prescribed medicine under the supervision of a responsible adult when necessary, exercising the standard of care of a student parent. If prior agreed, a small quantity of prescription drugs/emergency medication will be stored in the First Aid Room refrigerator (if required). A quantity will also be kept onsite if a student requires self-administering medication on a daily basis and parents have requested storage facilities for such medication. Parents are responsible for the provision of medication and notification of change of dosage.

4. Teachers 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 authorised school activities elsewhere.
5. The Principal requests parents to ensure that teachers be made aware in writing of any medical condition/allergies suffered by any student in their class once the medication consent form (Appendix 1) has been submitted. Details will be recorded in the record of administration form (Appendix 2).

### **1.5 Administration of Medicines**

1. School staff will not administer medicines unless the pupil has signed and agreed a Medication form (See Appendix 1: Medication Form).
2. Any pupil with an existing medical condition that may require hands on medical attention will receive it from staff with First Aid training where possible.
3. Parents/Guardians of pupils requiring medication must ensure that all medicines to be administered are in the original container, clearly labelled with the pupil's name, in date, stating the dosage and frequency.
4. These medicines will be stored in the First Aid room. (Insulin for diabetic pupil/s will be clearly labelled and stored in fridge in the First Aid room).
5. Any controlled drugs will be place in the locked first aid cupboard, in the locked safe.

### **2. 1 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 Principal as per the medication consent form. 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.

### **2.2 Life Threatening Condition**

Where a student is suffering from a life threatening condition, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation. If emergency medication is necessary, arrangements must be made with the Principal. The medical consent form must be filled in and signed (Appendix 1).

### **2.3 Medicines**

1. Non-prescribed medicines will neither be stored nor administered to pupils in school. Pupils are not permitted to carry non-prescription medication in school. If found, such medications will be confiscated and parents/guardians will be made aware of this.
2. Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
3. Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the principal.
4. A teacher/SNA must not administer any medication without the specific authorisation of the Principal.
5. The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA, in the First Aid Room.
6. The prescribed medical will be placed in the 1<sup>st</sup> aid room, in a clear box that is clearly labelled with the students name on it.
7. All controlled prescribed drugs will be placed in the safe, only staff that need to have access to the safe will be given the code.
8. In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
9. Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

### **2.4 Guidelines for the Administration of Medicines**

1. The parents of the pupil with special medical needs should use the medical consent form, giving all the necessary details of the condition. Parents must inform the school of any possible adverse reactions to taking the medication and how to deal with them, as well as any other possible reactions to taking the medication with certain foods or drinks.
2. 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/designated adult.
3. The Principal must be informed immediately of any change in medication and/or dosage in writing. A change in dosage of the same medication does not require notification of the Principal. However, a change in medication will require a new notification of the Principal. In either case the “Request for Administration of Medication – Information and Consent” form will need to be updated. IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO ENSURE THAT THE DOSAGE NOTED ON THE CONTAINER IN WHICH THEIR STUDENT’S MEDICATION IS STORED IS ALSO AMENDED. A written record of all medication administered in the school will be maintained in the school (Appendix 3).
4. A written record of the date and time of administration may be kept by the person administering it. The dosage of the medication administered is also recorded (Appendix 2).

5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
6. Emergency medication must have exact written instructions of how it is to be administered.
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 medicines in school.
8. All correspondence related to the above are kept in the school.
9. When school outings take place, it is the responsibility of the parents/guardians to ensure that suitable arrangements have been put in place for their child.

### **2.5 Guidelines for pupils with a food allergy**

1. Parents inform the school about any food allergies their student may have.
2. Strategies to deal with food allergies will be decided on a case to case basis depending on severity of allergy, whether that specific food should be eliminated from the school environment etc.
3. Parents will be asked for clear instructions in writing as how the school should deal with the student presenting with signs and symptoms of an allergic reaction.

### **2.6 Emergencies:**

1. 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.
2. Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a student into Accident and Emergency without delay. Parents will be contacted simultaneously.
3. In addition, parents must ensure that the principal is made aware in writing of any medical condition which their student is suffering from. For example students who are epileptics, diabetics etc. may have a seizure at any time and the principal must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.
4. Written details are required from the parents/guardians outlining the student's personal details, name of medication, prescribed dosage, whether the student is capable of self-administration and the circumstances
5. under which the medication is to be given. Parents should also outline clearly proper procedures for students who require medication for life threatening conditions.
6. 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 on VSWare.

### **2.7 Roles and Responsibilities:**

The Principal 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. The principal will ascertain which members of staff are willing to administer prescribed medicines.

### **3. Success Criteria:**

The effectiveness of the school policy in its present form is measured by the following criteria;

1. Compliance with Health and Safety legislation.
2. Maintaining a safe and caring environment for students.
3. Positive feedback from parents/teachers.
4. Ensuring the primary responsibility for administering remains with parents/guardians.

### **Ratification and Review:**

This policy was ratified by the BOM on 17<sup>th</sup> of April, 2024. It will be reviewed in the event of incidents or on the enrolment of student/students with significant medical conditions.

Signed: *Máire Ní Bhróithe*

Date: 17/04/24

Appendix 1:

Medication Report Form



Dear Sir/Madam,

We are aware that a number of our students require medication on a daily basis.

We would appreciate if you would advise if your son/daughter requires medication and if so is this administered at home or during school hours.

We would appreciate if you would complete the information slip below and return it to us at your earliest possible convenience.

Kind regards

Alan Mynes

Principal

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Student Name: \_\_\_\_\_

Medication required: Yes \_\_\_\_\_ No \_\_\_\_\_

To be administered at: Home \_\_\_\_\_ School \_\_\_\_\_

**If medication is to be administered in school please complete:**

Name of Medication/s: \_\_\_\_\_

Daily Dosage: \_\_\_\_\_

Time/s medication to be given: \_\_\_\_\_

I/we hereby give permission for \_\_\_\_\_ (student name) to be given his/her medication in school by a member of staff in Ballymakenny College.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian

**Appendix 2:**



**Medical consent Form**

Name of Student:	
Address of student:	
Treoir Class House:	
Condition for which the medicine is required	
Medication received	
Name and strength of medication	
Has your son/daughter taken this medication before ?	
How often should the dose be given?	
Quantity of dose?	
When to be given?	
Route/Method of administration:	
Specific storage instructions	

<b>Any other instructions:</b>	
<b>Any possible adverse reactions</b>	
<b>How to deal with adverse reactions</b>	
<b>Any possible reactions to medication to certain food and drinks?</b>	
<b>Known allergies</b>	

**\*\*Medication must be in the original container dispensed by the pharmacy.**

I consent to the child's self-administration of this medication:    Yes            No

Name of GP	
Address of GP surgery	
GP's phone number:	

**In case of emergency contact:**

Name of parent/guardian 1	
Phone number	
Name of parent/guardian 2	
Phone number	

The information above is, to the best of my knowledge, accurate at the time of writing and I give my consent to staff of Ballymakenny College, administering the medication in accordance with the above instructions. I will inform the school immediately in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped. I am also aware of the expiry date on the medication and will replenish it as needed.

I authorise administration/supervision of administration by school representatives of: Ballymakenny College, in dosage of: \_\_\_\_\_, to \_\_\_\_\_ the child identified above under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school representatives and medical personnel as necessary. I also consent to the disclosure of this information to appropriate medical practitioner/s and relevant insurers as required.

Signed: \_\_\_\_\_ (Parent/Guardian) Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**NB: If more than one medication is to be given, a separate form should be completed for each.**



## Record of Administration

Name of child: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Name and strength of Medication \_\_\_\_\_

Dose and Frequency of Medication \_\_\_\_\_

Date \_\_\_\_\_, Expiry Date \_\_\_\_\_, Date returned: \_\_\_\_\_

Date					
Time given					
Dose given					
Staff initials					
Comments					