

# **Administration of Medication**

## **Kilmaley National School**

### **Rationale**

- That pupils are protected from misuse of medication
- That the Board of Management and staff are protected from litigation.
- The parents are aware of their responsibilities and options, should their child require medication during school hours.

### **Aims of this Policy**

- To 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 in instances where regularised administration has been agreed with parents/guardians.

### **General**

The school will strive to co-operate with parents as far as is reasonable in the administration of necessary medication to students. Staff are not medically trained nor have any access to medical services (other than 999 emergency services), so the administration of medicine is done in the same way as a parent/guardian.

### **Procedure**

*At enrolment For Children with Medical Problems:*

Parents/Guardians together with the child's doctor are required to complete the 'Request to the Board of Management of Kilmaley National School ADMINISTRATION OF MEDICATION' form when enrolling their child/children in the school. Information from the completed form will be assessed and a plan will be agreed for the child/children based on the assessment.

*At any other time after enrolment:*

Parents/Guardians together with the child's doctor are required to complete the 'Request to the Board of Management of Kilmaley National School ADMINISTRATION OF MEDICATION' which is to be completed by the child's doctor and returned to the child's teacher. Information from the completed form will be assessed and a plan will be agreed for the child based on the assessment.

Parents also must ensure that relevant class teachers and staff are made aware in writing of any medical condition suffered by any pupil in their class.

All medicines (adrenaline, insulin, inhalers etc.) will be stored out of reach of other pupils in a wall mounted First Aid Box in the child's main classroom, and readily accessible at all times of the school day. Antibiotics/cough bottles etc. should not be sent to school to be administered if they can be taken at home later in the day.

### **Administration of medication for children with short term conditions:**

*A short term condition is one where the child is deemed healthy enough to attend school but is in need of some medication, (eg: antibiotics)*

- The Board of Management and staff will not accept responsibility for administering medicines to children with short term medical conditions.
- While it is hoped that parents would administer this medication at home, they may come into the school at pre-arranged times, to administer it. The school will not be responsible for storing this medicine.

### **Administration of medication for children with long term conditions:**

*A long term condition is one where the child is deemed healthy enough to attend school but is in need of regular medication.*

Conditions include Attention Deficit Disorder, Diabetes, Asthma, etc.

- Parents may come into the school at pre-arranged times, to administer appropriate medication.
- Parents who wish their child to take medicine at school should complete the 'Request to the Board of Management of Kilmaley National School ADMINISTRATION OF MEDICATION' form which is to be completed by the child's doctor and parents/guardians.

The form includes: Name of medication/medicine, Administration of medication, frequency, dosage, duration period, self-administration if appropriate, and access to medication and written indemnity to the Board of Management in respect of any liability that may arise regarding administration of the medication.

The Board of Management before granting the request, will ascertain that enough teachers feel confident that, in an emergency, they can do what is required.

- Where possible children will administer their own medication under the supervision of school staff. This medication will be stored in wall mounted first aid box in the child's own classroom.
- It is the responsibility of parents to ensure there is a necessary amount of in date medication for the child at all times.
  - When going on class outings it is the responsibility of the parents to remind teachers to take the medication with them.

### **Administration of life saving medication for children (adrenaline, insulin etc.)**

- The school will store lifesaving medication (adrenaline, insulin) in a high wall mounted first aid box in the child's classroom.
- Parents whose child could require life-saving medication while at school must complete the 'Request to the Board of Management of Kilmaley National School ADMINISTRATION OF MEDICATION' form. This form is to be completed by parents/guardians and the child's doctor.

The form includes: Name of medication/medicine, Administration of medication, frequency, dosage, duration period, self-administration if appropriate, and access to medication and written indemnity to the Board of Management in respect of any liability that may arise regarding administration of the medication.

- If staff training is required, parents will be requested to come to the school to demonstrate the correct procedures or must arrange staff training in procedures of administration.

- It is the responsibility of parents to ensure there is a necessary amount of in date medication for the child at all times.
  - When going on class outings it is the responsibility of the parents to remind teachers to take the medication with them.
- The Board of Management before granting the request, will ascertain that enough teachers feel confident that, in an emergency, they can do what is required.
- Children requiring special procedures (such as the administration of oxygen, emergency epilepsy medication etc.) must have "Emergency Plan Notices" which contain clear instructions from parents/guardians and or doctor regarding the procedure or medication to be administered.
- Once medication has been administered, expert help will be sought for the child as soon as possible.
- If it is deemed necessary by a member of staff at K.N.S. an ambulance will be requested/staff member will drive child to avail of medical services/guard escort for staff member's car. Where possible a member of staff will accompany the child.
- A record of any incidences in which the medication has been administered will be recorded.

### **Important Guidelines**

In addition to completing the 'Request to the Board of Management of Kilmaley National School ADMINISTRATION OF MEDICATION' form, parents must arrange to meet the class teacher and outline clearly what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.

It is the responsibility of the parent/guardian to arrange this meeting each time the child moves to a new class level in the school or when a new teacher has been appointed to the child's class.

At this meeting, an 'emergency plan' may be agreed in accordance with the guidelines in the publication 'Managing Chronic Health Conditions at School'.

Changes in prescribed medication (or dosage) must be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.

Parents are responsible for the provision of medication, and to ensure that medication is available and is in date.

Where there are changes in dosage or time of administration, parent/guardian must request these changes in writing.

Temperature Checks: Application is to be made to the BOM following on from doctor's guidance and recommendation to check a child's temperature. Consent from parents must also be given.

### **Ratification and Review:**

This policy was ratified by the BoM on \_\_\_\_\_. It will be reviewed in the event of incidents or on the enrolment of a child with significant medical conditions.

**Indemnity: For Administration of Medication Form**

I/We understand that we have given permission to the staff of K.N.S. to administer First Aid/Medication to my/our child to bring him/her to G.P./Hospital/Medical Service in an emergency as deemed necessary during his/her school years in K.N.S.

I/We request that the board of management authorise the administration of prescription medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child.

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 we are responsible for ensuring that my/our child's medication is in date and replaced when necessary.

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 medication.

I/We have fully read, understand and accept the Administration of Medication Policy of Kilmaley National School.

Signed \_\_\_\_\_ Parent/Guardian

Signed \_\_\_\_\_ Parent/Guardian

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