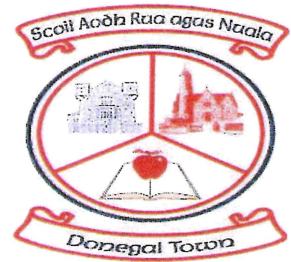


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Administration of Medicines Policy

This is a review and update of our existing Administration of Medicine Policy. It was re-drafted through a collaborative school process in May 2023 and formulated in accordance with the guidelines issued by the Primary Schools Managerial Bodies and the Irish National Teachers' Organisation.

Introduction.

While the Board of Management of Scoil Aodh Rua agus Nuala has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers or SNAs to personally undertake the administration of medication.

Medication in this policy refers to medicines, tablets and sprays administered orally and also injection pen as in Epipens used in allergic reactions.

Aims of this Policy:

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the BoM in relation to Health and Safety requirements
- 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.

Policy Content:

Procedures to be followed by parents who require the administration of medication to their child in school.

On enrolment parents are requested to complete the Health/ Medical needs section on the enrolment form. Should a pupil develop a medical condition following enrolment it is the parents' duty to inform the school principal/class teacher.

- At the beginning of each school year parents of pupils with medical care plans are requested to make an appointment with the class teacher to discuss the pupil's medical care needs.
- At any time during the school year should the need arise parents may need to update the teacher/principal and the plan may need to be changed.
- The parent/guardian should write to the Board of Management requesting the Board to authorise staff members (who are willing) to administer prescribed medication or monitor self-administration.
- Parents are further required to indemnify the Board of Management and authorised staff members in respect of any liability that may arise regarding the administration of prescribed medicines in school.

- When pupils move to the next class level the existing class teacher must inform the new class teacher of any pupil who has a medical plan in place.

Guidelines for the Administration of Medicines in school- Prescribed Medicines & Emergency Medicines.

The school generally advocates the self-administration of medicine (e.g. inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent.

- Prescribed /Emergency Medicines must have exact details of when and how it is to be administered. This is written in the pupils care plan which is updated each September or more often if needed.
- A written record of the date and time of administration must be kept by the person administering it (Appendix 4).
- Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school is in date and replenished when necessary.
- Parents must collect medicines at the end of each school year and return it in date to class teacher on return to school in September.

Non-Prescribed medicines will neither be stored nor administered to pupils at school. If a pupil needs non-emergency medication during the school day, the parent must come to the school to administer it.

Storing Medication.

Prescribed/Emergency Medicine along with the Care Plan will be stored in an accessible place in the pupil's classroom.

Pupils with Epipens will also have a second Epipen which will be stored in an accessible place in the staffroom in case of emergencies while on the yard.

Pupils will keep inhalers in their school bags.

All Epipens and inhalers must be labelled with the pupil's name.

Medical Care Plans will be kept in the pupil's classroom /staffroom and also in the principal's office

Emergencies:

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. Parents will be contacted. Qualified medical treatment should be secured in emergencies at the earliest opportunity. Details of family Doctors are sought on Enrolment. An ambulance will be called if deemed necessary

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. It is the parents' responsibility to inform the school secretary of any changes to contact details.

Procedures to be followed by the Board of Management.

The Board having considered the matter, may authorise staff members who are willing to administer medication to a pupil or to monitor the self-administration by a pupil.

The Board will ensure that all staff members who are willing to administer medication will receive adequate training in how to administer the medicine.

The Board shall seek indemnity from parents in respect of any liability that may arise regarding the administration of the medicine. The Board will inform the school insurers accordingly.

The Board shall ensure that medication is safely stored.

Responsibilities of Staff Members.

No staff member can be required to administer medicine to a pupil.

Staff Members who are willing to administer medicine should do so under strict controlled guidelines in the belief that the medicine is safe and exercise the standard of care of a reasonable and prudent parent

Written instructions (up to date care plan) must be provided by parent/guardian. Staff administering medication must keep a written record of any medicine that they administer. Staff must bring care plan and medication when pupils are leaving the school building.

First Aid Boxes:

A First Aid box is kept in each staffroom containing anti-septic wipes, gauze, bandages, non-allergic tape, steri-strips, cotton wool, scissors etc.

A school medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home.

Requests from parents to keep their children in at lunch break are not encouraged.

A child too sick to play with peers or go to the yard should not be in school.

Roles and Responsibilities:

The BOM 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 Deputy Principal Mrs Lyons is the Safety Officer in the Aodh Rua Building and Ms McFadden is the Safety Officer in the Nuala Building. The maintenance and replenishment of First Aid Boxes is the responsibility of the Safety Officer.

Success Criteria:

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

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering medicines remains with parents/guardians

Ratification and Review:

This policy will be reviewed September/October 2025 or earlier if necessary.

Ratification:

Signed: Mark McGowan
Chairperson of Board of Management

Date: 19/06/23

Signed: Mary Cullen
Principal.

Date: 19/06/23

See Forms Below.

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Request and Indemnity Form for the Administration of Medicine 2023

We _____ parent(s)/Guardians of _____ request that the Board of Management authorise the school staff (Teacher/ SNA/Bus Escort) to administer emergency medicine to _____ during the school day should the need arise.

In doing so, we _____ parents of _____ indemnify the Board of Management and staff members authorised by the board from any liability that may arise.

Parent's signature: _____

Date: _____

Administration of Medicine

This is in keeping with the Schools Policy on the administration of Medicine.

Child's Name: _____

Address: _____

Medical Diagnosis: _____

Name of Medicine: _____

My child **can** ☐ **cannot** ☐ self-administer this medication. (PLEASE TICK APPROPRIATE BOX).

Exact dosage to be Administered in an emergency:

Symptoms to alert us: (please continue in box below if required)

Procedures to be followed: (please continue in box below if required)

Contact Numbers:

Mother: Father:

Emergency Contact 1: Emergency Contact 2:

Doctors Name: Telephone:

I understand that information about my child’s medical condition and treatment will be shared with school staff and in the event of an emergency, it will also be shared with the GP or any other relevant medical personnel. I also consent to the disclosure of this information to the school insurers, if required.

Parent’s signature:

Date:

FURTHER DETAILS