

Meán Scoil Mhuire



Administration of Medicines Policy

Chairperson: Mr. Joe Finnegan
Principal: Mrs. Aoife Mulrennan
Date: 27/09/2017

Policy on the Administration of Medicines

Introduction

The Board of Management has a duty to safeguard the health and safety of students while engaged in authorised school activities.

Relationship to School Ethos:

This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of the Policy:

- To minimize health risks to students and staff on the school premises.
- To fulfil the duty of the BOM in relation to Health and Safety requirements.
- To provide a framework within which medicines may be administered in cases of emergency or in instances where regularized administration has been agreed with parents/guardians.

In-School Procedures:

Administration of medication at school should be kept to a minimum. When administration of medicine is required to facilitate a fully inclusive environment, every effort will be made to accommodate the student's needs in line with the school policy. Under no circumstance will non-prescribed medicines be either stored or administered in the school. Students are not permitted to carry non-prescription medication in school. Such medication will be confiscated and parents/guardians notified.

The Board of Management requests parents to ensure that the school be made aware, in writing, of any medical condition suffered by a student of Meán Scoil Mhuire.

- Prescription medication can only be stored or administered in school following a written request from the parents/guardians to the Board of Management. The Board of management must authorize this request.
- The Board generally advocates the self-administration (e.g. inhalers) of medicine under the supervision of an authorized adult. Teachers are not obliged to personally undertake the administration of

medicines. The Board may authorize a staff volunteer to administer certain medication during school hours but this will be arranged on a case by case basis. Training will be required for volunteers authorized to administer certain medication.

- Written instructions are required from the parent/guardian to the Board of Management giving the name of the student, dose of medication, whether student should be responsible for self administering the medication, the circumstances in which the medication is to be given by the school and written consent for same, when the parent is to be notified. It is the parent's responsibility to check if the authorized adult is in school.
- No medicines are stored on the school premises. A small quantity of prescribed medicine will be stored in a locked cupboard in the office if a student requires self-administering on a daily basis and the parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage. However, inhalers used by asthmatic students must be readily accessible at all times of the school day and may be carried by student.
- Where permission has been given to the Board of Management for the administration of prescription medication, the smallest possible dose should be brought to school, preferably by the parents, with clear written instructions for administration.
- Changes in prescribed medication or dosage should be notified immediately to the school with clear written instructions of the procedure to be followed for storing and administering the new medicine. Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.
- Where children are suffering from life threatening conditions, parents should clearly outline in writing, what can and can't be done in a particular emergency situation.
- Parents are requested to indemnify the Board of Management and authorized members of staff in respect of any liability that may arise regarding the administration of prescribed medication in school. The school insurers will be notified accordingly.
- Separate arrangements and application will have to be made with the Board of Management and authorized staff members in the event of a student going on a school trip for the administration of prescriptive medication.
- Written records of the date and time of administration must be kept.
- In emergency situations, qualified medical assistance will be sought and the parents notified.

The following guidelines are in place with regard to students with a Nut allergy:

- Staff and students dealing with the student are made aware of the seriousness of the allergy and do not eat nuts or any item with nut traces.
- Students and staff are advised not to offer or exchange foods, sweets, lunches etc.
- Information given to BOM by parents will inform teacher and classes for necessary adaptations e.g. practical cookery in Home Economics etc.
- Canteen and tuck shop personnel are informed to avoid foods containing nuts.
- If going off-site, medication must be carried.

Only in the event of anaphylactic shock should the epipen be administered. The epipen is stored in the Principal's office. Before or just after the epipen has been administered, an ambulance must be called and parents contacted.

First Aid Boxes:

A full medical kit is taken when students are engaged in out of school activities such as tours, games and athletic activities.

General Recommendations:

We recommend that any student who shows signs of illness and is unable to engage in school activities should be kept at home.

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 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/ guardians responsibility to inform the school of any change in contact details.



Appendix 1

Medical Condition and Administration of Medicines

Child's Name: _____ Date of Birth: _____

Address: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Student's Doctor: _____ Phone: _____

Medical Condition:

Prescription Details:

Storage details:

Dosage required:

Is the student to be responsible for taking the prescription 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 daughter. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the school 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

Signed: _____ Parent/Guardian

Date: _____



Appendix 2 Allergy Details

Allergy Details

Type of Allergy:

Reaction Level:

Medication:

Storage details:

Dosage required:

Administration Procedure (When, Why, How)

Signed: _____ (Parent/ Guardian)

Signed: _____ (Parent/ Guardian)

Date: _____



Appendix 3

Emergency Procedures

Emergency Procedures

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

Symptoms:

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Call Emergency Services:

Dial 999 and call emergency services.

Contact Details

Parents Name: _____

Phone Number: _____

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: _____

Signed: _____

Date: _____



Appendix 5 Medical Alert Card

MEDICAL ALERT CARD

Pupil's Name:
Medical Condition:
Symptoms to watch out for:
Activities to be careful of :
Treatment & Medication (only to be administered by an authorised adult)
School Contact:
Parent/Guardian(s) Contact Details:

Signed: _____

Date: _____



Medical Information-Student File Update



Student Name: _____ Date: _____

Year Group: _____ Base Class: _____

Important Medical Information (Please identify allergies or significant medical conditions)

Actions in case of emergency:

Does your daughter need to carry medication during the school day?

Please refer to the Administration of Medicines Policy online at
www.scoilmhuirelongford.ie

Special consent is required from the Board of Management for storage of medications in the school and for the administration of such medication.