

# Administration of Medicines Policy

*This policy has been prepared to comply fully with Best Practice Asthma Management Guidelines for Primary Schools in Ireland, Asthma Society of Ireland ([www.asthmasociety.ie](http://www.asthmasociety.ie)), Allergy in Schools, The Anaphylaxis Campaign UK ([www.allergyinschools.org.uk](http://www.allergyinschools.org.uk)), Epilepsy and Education, The National Society for Epilepsy UK ([www.epilepsynse.org.uk](http://www.epilepsynse.org.uk)).*

## Contents

School Details.....	2
General Information.....	2
Aims of the Policy.....	2
Rationale.....	2
Policy Content.....	3
Implementation.....	5
Success Criteria.....	5
Timeframe for Implementation.....	5
Ratification and Review.....	5
Appendix 1: Request for Administration of Medication – Information and Consent.....	6
Appendix 2: Letter of Indemnity.....	8
Appendix 3: Administration of Medications – Detailed Information for Staff.....	9

## School Details:

Name: Douglas Rochestown Educate Together National School

Address: Carr's Hill, Douglas, Cork

Telephone: 021 489 0122 / 085 2428753

Email: info@dretns.ie

Roll Number: 20413N

Principal: Dr. Alan Sheehan

The school premises consist of the area within the school boundaries/fence at Carr's Hill. School start/end times are as follows:

Start Time:	End Time:
8.30 am	1.10 pm/2.10 pm

The school doors open at 8.20am. The school provides supervision of pupils within the school grounds only from 8.20am – 1.20pm for Junior and Senior Infants and from 8.20am – 2.20 pm for all other Classes. Please note that no responsibility is accepted for anyone in the areas outside the school fencing. Please also note that no responsibility is accepted for pupils arriving before 8.20am or for supervising pupils after 1.20pm/2.20pm.

## General Information:

Douglas Rochestown ETNS is under the patronage of Educate Together. It is based on four key principles: Child-centered, Co-educational, Democratic and Equality-based.

Douglas Rochestown ETNS follows the curricular programmes prescribed by the Department of Education, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

## Aims of Policy:

The aims of the Administration of Medicine policy of Douglas Rochestown ETNS are:

- To ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice.
- To ensure compliance with relevant legislation.
- To protect staff by ensuring that any involvement in medication administration complies with best practice guidelines.

## **Rationale**

The Board of Management has a duty to safeguard the health and safety of children while engaged in school activities. However, teachers are not obliged to personally undertake the administration of medications. They may, at their own discretion, agree to administer certain medicines or procedures. This will be arranged on a case-by-case basis. It is school policy that children who are acutely ill should not attend school until the illness has resolved. In event of a child becoming acutely ill during the course of the school day, parents or emergency contacts will be notified to bring the child home to recuperate. In emergency situations, qualified medical help will be obtained or the child will be brought to the local emergency department at the earliest opportunity. Hence provision for administration of medicine for acute illness in school is not deemed necessary. In line with the school ethos, children with chronic illnesses are encouraged to engage fully in school activities. Where possible, the family doctor should be asked to prescribe treatments that can be taken outside of school hours. Administration of medication at school should be kept to a minimum. When administration of medication is required to facilitate a fully inclusive environment, every effort will be made to accommodate children's needs in line with the provisions below.

## **Policy Content:**

Non-prescription medication will not be stored or administered in the school. Pupils are not permitted to carry non-prescription medication in school. If found, such medication will be confiscated and parents/guardians contacted.

Prescription medication can only be stored/administered in the school following a written request for the parents/guardians to the Board of Management. This letter should request the Board of Management to authorize teachers to administer the medication. In doing so, the Board of Management must determine if the medication is such that a non-medical person may administer/supervise administration. Please note the Board of Management cannot require teachers to administer medication. However, the Board of Management may request appropriate teachers to volunteer, authorize them to administer the medication and arrange training if required. The Board of Management reserves the right, after due consideration, to refuse the request to administer medication.

The letter requesting administration of medicine must be accompanied by the "Request for Administration of Medication – Information and Consent" form (see Appendix 1), summarising essential information to allow training of teachers and safe administration of the medication. This form includes the child's name, date of birth, weight, name of medication, condition for which the medication is required, other medication the child takes regularly outside school, allergies, medication dosage, circumstances under which it should be administered, ability of child to self-administer the medication, as well as emergency contact information. Consent for information concerning the need for medication administration to be shared with school staff and the school's insurers is also included. This information may be required if medical assistance is required for the child. Parents will also be asked provide a signed indemnity form (see Appendix 2). Where a child may require medication, ideally a minimum of two staff members who are willing to administer this will be identified to ensure cover during sick leave, EPV days, etc. This will often but not always include the class teacher. Parents will be informed of staff members who have agreed to administer the medication in question. In the event that staff members willing to administer the particular medication cannot be identified, the Principal will discuss alternative options with the child's parents/guardians.

The Board of Management reserves the right to request written confirmation of medical advice from the child's doctor, including confirmation of the medication dose and circumstances when it should be given.

If the Board of Management agrees that the medication can be stored and administered in school it is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock, and that the medication has not passed its expiry date. It is the responsibility of the parents/guardians to ensure that medication is replaced in advance of the expiry date if this should occur during the school year. School staff are not responsible for ensuring that medication has not passed its expiry date. 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). In the event of medication being unused when the school closes for the summer holidays, parents will request the return of the medication and a new supply of the medication will be given to the school Principal in advance of the child's return to school in September.

Where possible medication should be self-administered by the pupil under adult supervision.

Verbal clarification by parents/guardians of how and when to administer the medication is also required.

Medication will usually be stored in a locked cupboard in the school office. However, where this should pose a hazard (e.g. inhalers or adrenaline autoinjectors which may be required urgently) medication will be stored in the child's classroom in a sealed, transparent, unbreakable container labelled with the child's name.

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 Board of Management. However, a change in medication will require a new notification of the Board of Management as outlined in paragraph 3. 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 CHILD'S MEDICATION IS STORED IS ALSO AMENDED.**

A written record of all medication administered in the school will be maintained in the school medication log in the Principal's office. When medication is administered by staff to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycemia, etc.), parents will be notified by telephone. When administration is routine a note will be placed in the child's homework notebook. It is the parents'/guardians' responsibility to check for such a record.

Under certain circumstances, it may be appropriate for an older child to retain medication in their own possession, and take responsibility for self-administration (e.g. an older child who would normally carry and use their own inhaler). A written request to the Board of Management together with the documentation outlined in paragraph 3 is still required. Under these circumstances the school will not maintain a record of medication use. Because there is no record of the administration of such medication and because it is in possession of the child, staff cannot be held responsible if it is lost or misused.

Prescribed medication will only be administered to the child for whom it has been prescribed, in line with current legislation.

Arrangements for administration of medication to each pupil will be reviewed on a case by case basis at least annually.

### **Implementation:**

Detailed information for school staff to facilitate the safe and effective implementation of this policy is included in Appendix 3.

Parents are invited to contact the Principal immediately if they have any concerns about the implementation of this policy in relation to their child's medication.

### **Success Criteria:**

The Principal will audit the medication books at least once a term to ensure that the actual administration of medication complies with the information on the "Request for Administration of Medication – Information and Consent" form.

Feedback from parents/guardians will be carefully considered by the Board of Management.

### **Timeframe for Implementation:**

Early review will be undertaken if:

- A clinically significant discrepancy is identified between the medication administered and that authorised on the relevant "Request for Administration of Medication – Information and Consent" form.
- Feedback indicates that any aspect of the policy is causing a pupil or other member of the school community undue distress.

### **Ratification and Review:**

This policy was ratified by the School Manager on the 29th day of August 2013.

The policy was reviewed by the Board of Management on 14<sup>th</sup> October 2015.

The policy was reviewed by the Board of Management on 7<sup>th</sup> June 2016.

The policy was reviewed by the Board of Management on 20<sup>th</sup> September 2017.

The policy was reviewed by the Board of Management on 29th August 2018.

The policy was reviewed by the Board of Management on 21st November 2018.

The policy was reviewed by the Board of Management on 28th September 2021.

### **Communication:**

The policy has been made available to school personnel via the school website ([www.dretns.ie](http://www.dretns.ie)). A copy of this policy will be made available to the Department of Education and Skills and the patron (Educate Together) if requested.

## Appendix 1: Request for Administration of Medication – Information and Consent

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Weight: \_\_\_\_\_

Name of medication: \_\_\_\_\_

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

Storage details: \_\_\_\_\_

Condition for which medication is required: \_\_\_\_\_

Under what circumstances should medication be given:

---

---

---

---

Instructions for administration:

---

---

---

---

Other medication being taken: \_\_\_\_\_

My child CAN/CANNOT self-administer this medication: \_\_\_\_\_

GP Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

1<sup>st</sup> Emergency Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

2<sup>nd</sup> Emergency Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

I consent for staff members in the school to administer/supervise administration of \_\_\_\_\_, in dosage of \_\_\_\_\_, to my child \_\_\_\_\_ under the circumstances outlined above.

I understand that information about my child's medical treatment will be shared with school staff. And in the event of an emergency with the GP and other medical personnel. I also consent to the disclosure of this information to the school's insurer's if required.

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

Print Name: \_\_\_\_\_

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

Print Name: \_\_\_\_\_

## Appendix 2: Letter of Indemnity

- 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 limited facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in as required. In the event of certain specific medicines being stored the expiry date is the responsibility of the parents.
- I/We understand that we must inform the school Principal of any changes of medicines/dose in writing and that we must inform the Principal each year of the prescription/medical condition.
- I/We acknowledge that the above facility provided by the school is on a purely voluntary basis and without obligation whatsoever on the part of the school.
- In consideration of the school facilitating me/us as stipulated in paragraph 1 above, I/We hereby indemnify the Board of Management of Douglas Rochestown Educate Together National School in respect of all losses, claims, demands, actions or proceedings whatsoever arising under any statute or common law in respect of personal injury or injury of any nature whatsoever arising out of or in the course of or caused directly or indirectly by the storage of the said medicine by or at school and/or the administration or failure to administer the said medication to my/our child.
- I/We understand that no school personnel have any medical training and we indemnify the Board of Management from any liability that may arise from the administration of the medication.

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

Print Name: \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_

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

## **Appendix 3: Administration of Medications – Detailed Information for Staff**

### General record keeping:

- All forms and letters concerning administration of medication will be stored in the principal's office, in each pupil's confidential file. These records are stored in compliance with relevant data protection legislation.
- When a letter regarding a change in dosage or an updated "Request for Administration of Medication – Information and Consent" form is received, this will be stapled to the FRONT of the existing form, to ensure that the updated information is not overlooked.
- Any handwritten notes made on the "Request for Administration of Medication – Information and Consent" form to update it in line with written information provided by parents/guardians will be initialled and dated.
- When an updated "Request for Administration of Medication – Information and Consent" form is received, the original will be retained, but will have a line drawn through it to indicate that it is now superseded.

### Records of Medication Administration:

- A duplicate book will be maintained in the office and in any classroom where medication is maintained. When medication is administered an entry will be made (one entry per page). Each entry will include the date and time, name of child, medication and dose administered, reason for administration and the signature of the person administering it.
- To facilitate compliance with documentation requirements, the Principal will ensure that each duplicate book is labelled as the Medication book, together with a list of information which must be recorded with each entry.
- When an entry is made in the medication book, the top copy is to be removed and stapled in the child's homework notebook. If the child is too young to have a homework notebook the teacher should agree in advance with a parent where notification of such routine administration will be stapled.

## Appendix 4: Administration of Medication Log

Child's Name	Date & Time	Medicine	Administered by: