

Administration of Medicines Policy

First Aid Procedure / Administration of Medicines Policy

This policy has been formulated in accordance with the guidelines on the administration of medicines laid down by Allianz. . Copies of this policy will be given to each member of staff, to those responsible for after-school activities and to the members of the Board of Management. Additional copies will be available on request to parents/guardians, **It is the responsibility of the parent/guardian to comply with the requirements of this policy.**

Aims

- Provide clarity to staff regarding how to deal with accidents – both minor and serious
- Minimise health risks to children and staff on the school premises
- Fulfill the duty of the Board of Management 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 (diabetes/asthma etc)

Roles and Responsibilities

The Board of Management has overall responsibilities for the implementation and monitoring of the school policy on Administration of Medicine. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members.

The Board of Management has a duty to safeguard the health and safety of pupils while engaged in school activities. As professional educators, teachers implement and maintain professional standards of care for their pupils, but teachers are not medics. A teacher has no contractual duty to administer medication and cannot be required to do so. It is school policy that pupils who are ill should not attend school until the illness has resolved. In the event of a pupil becoming ill during the course of the school day, parents /guardians or emergency contacts will be notified to bring the pupil home to recuperate. In emergency situations, qualified medical help will be obtained or the pupil will be brought to Accident and Emergency at the earliest opportunity. Hence provision for administration of medication in school is usually not deemed necessary.

General Principles:

- Non-prescription medication will not be stored or administered in the school. Pupils are not permitted to carry non-prescription medication in school
- Prescription medication will only be stored/administered in the school in certain circumstances *Parents/guardians of students who suffer from conditions which could be potentially fatal e.g. epilepsy, diabetes or an allergy, are required to liaise with the school and to complete the “Request for Administration of Medication – Information & Consent Form” and the “Administration of Medicines in Schools – Indemnity Form”*. The two forms should be returned to the school before commencement of the school year

The Board of Management will consider each request individually. 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 that the Board of Management cannot require teachers to administer medication. However the Board of Management will request teachers to volunteer and authorise 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.

Under certain circumstances (e.g. **diabetes or asthma**), it may be appropriate for a pupil to retain medication in their own possession. and take responsibility for self-administration

(e.g. carry and use their own inhaler). Completion of “**Request for Administration of Medication – Information & Consent Form**” is 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 student, staff cannot be held responsible if it is lost or misused.

If the Board agrees that the **medication** can be stored and administered in school it is the **responsibility of the parents/guardians**:

- To deliver the medication to the class teacher. It should be presented in the container provided by the pharmacy and have the dosage clearly outlined. All staff members are to be informed of pupil medication
- To ensure that an adequate supply of medication is in stock and that the medication has not passed its expiry date. In the event that medication passes its expiry date without being used, the pupils’ parents/guardians will take responsibility for its safe disposal (usually by returning it to the pharmacy)
- To inform the class teacher immediately of any change in medication and/or dosage in writing. A change in dosage of the same medication does not require a new application to the Board of Management. However, a change in medication will require a new request to the Board of Management. In either case the “Request for Administration of Medication – Information and Consent” form will need to be updated. It is the responsibility of the parent/guardian to ensure that the dosage noted on the container in which their sons/daughter’s medication is stored is also amended
- To provide written confirmation of medical advice from the pupil’s doctor, including confirmation of the medication dose and circumstances when it should be given if requested to do so by the Board of Management

FIRST AID BOXES:

The school’s main first aid box is kept in the staff room.. It contains basic first aid equipment – gloves, plasters, anti-septic wipes, antiseptic gauze strips.. A small first aid box is kept in each individual classroom containing antiseptic wipes, antiseptic cream and plasters. A full medical kit is taken when children are engaged in ‘out of school activities’ such as tours, swimming and extra curricular activities.

Sanitary Towels are stored in the First Aid Kit for use by the senior girls if needed. The senior class teacher will let the girls know where they are stored and will inform the Principal if/when supply is low.

ACCIDENT PROCEDURE:

Despite supervision and our best efforts, accidents occur. Minor accidents are treated at school, while medical and parental help will be sought when more serious incidents arise. Disposable gloves must be worn at all times whilst administering First Aid. In general, slight cuts and grazes are treated using distilled water, disinfectant wipes and antiseptic gauze strips. Ice packs with protective covers are applied in the case of bumps and bruises. If a child is wearing tights or skinny jeans, two adults will accompany the child to a toilet, where he/she can undress so that the child’s wound may be treated. Parents will be informed and are asked to check the cut, bump or bruise etc that evening. If there is any cause for concern, parents will be contacted immediately and asked to bring the child home or seek medical attention. A parent will always be contacted in the case of a head bump or bang, even if it is a very minor bump. The teacher on yard duty will inform the class teacher of any incidents and the onus is on the class teacher to inform parents/guardians of any accidents in the yard.

Serious Accident:

If a serious accident occurs, the child will be made as comfortable as possible and every effort will be made to contact parents/guardians. An ambulance will be called. Staff will follow the instructions given by emergency personnel by phone until the ambulance arrives. A teacher will accompany the child in the ambulance where permitted until a parent/guardian arrives.

SERIOUS ILLNESSES & ADMINISTRATION OF MEDICINE:

There are a number of children currently in the school who have serious medical conditions; these conditions and how they will be dealt with are listed below. Please note that it is a parent's responsibility to keep the school informed about a child's health, illnesses, allergies and changes in medication. This can be done through the individual pupils' 'Health Management Plan' forms. Every child in the school with a medical issue must have a pupil 'Health Management Plan' on file. These files are kept in a wall tray in the staff room for easy access by staff in an emergency.

Asthma:

- Minor asthma: Older pupils' blue, ventolin or reliever inhalers will be kept safely in the child's schoolbag. It may only be taken under the supervision of the child's teacher, following the instructions on the child's 'Health Management Plan.' The school will not take responsibility for preventer medication. Younger pupils' blue ventolin or reliever inhalers will be kept safely in the classroom where the teacher only has easy access to the medication
- Serious asthma: as above, the child's blue, ventolin or reliever inhaler will be kept safely in the child's schoolbag. It may only be taken under the supervision of the child's teacher, following the instructions on the child's 'Health Management Plan.' An asthma attack, chest pains or breathing problems will immediately be reported to the child's parents. The child's class teacher will store the child's 'Spacer' to support the child taking the blue, ventolin or reliever medicine. Under the instruction of the child's doctor and if detailed in the child's 'Health Management Plan,' other medication such as steroids will be stored in a secure press in the child's classroom to be taken in an emergency

Cystinosis

(A rare genetic disease which affects the kidneys)

- If the pupil vomits after taking his medication **DO NOT** administer more medication, call parents
- Be aware of the following systems
- Extreme tiredness
- Thirst
- Intolerant of sunlight
- Falling regularly
- Move the pupil away from sunlight in the classroom. The pupil should wear sunglasses
- Make sure that there is water near the pupil at all times
- Rickets and Cystinosis go hand in hand. The pupil is missing out on nutrients in the bones. He will fall down regularly

Type 1 Diabetes

The pupil must eat regularly and eat on time

Treatment of a Mild Hypo where blood glucose level is at 4 mmol

- 2/3 Jellies
- Lucozade

- A sandwich
Repeat blood glucose check 15 minutes later
Treatment of a Severe Hypo where blood glucose level is at 3 mmol or lower
- Sips of lucozade if the pupil is still conscious
- Put pupil in recovery position if the pupil is unconscious and administer
Glucagon pen
- Remove all air bubbles. The liquid should be at the top of the syringe
- Administer all of the vial
- Inject into thigh muscle
- It could take up to 40 minutes for the child to regain consciousness
- Call Ambulance
- Call parents
- Signs of Mild Hypo:
 - Sweating
 - Lack of concentration
 - Feeling hungry
 - Co-ordination affected
 - Confused
 - Tired
 - Dizzy
- Signs of Severe Hypo
 - Severe headache
 - Irritable
 - Confused
 - Altered / inappropriate behaviour
 - Seizure

Allergies:

- Please see the Staff/Pupil Anaphylaxis Allergy Policy for further details
- Prescribed epipens are stored in the fridge in the staff room and are used only in accordance with the child's 'Health Management Plan' Medicine

Medicine:

- Prescriptions, such as antibiotics or cough medicine will neither be stored nor administered to pupils in school
- Non-prescriptive medicines will neither be stored nor administered to pupils in School

Critical Illnesses/allergies:

- Prescribed medicines for a child with a critical illness or allergy will not be stored in or administered in school without the written consent of parents (Pupil Health Management Plan) and the specific authorisation of the Board of Management. Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The medicine is stored securely out of the reach of children

- A written record of the date and time of medicine administration must be kept. If medicine is administered, parents must be informed
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication

While the Board of Management 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 to undertake the administration of medicines.

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. The procedure under 'Serious Accidents' will be followed.

INFECTIOUS DISEASES:

Staff must be informed of infectious diseases so that steps can be taken to ensure the safety of staff and students against such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. The toilets and washrooms will be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

FIRST AID TRAINING:

All staff members present on our staff in 2015/2016 received First Aid Training – See certificates on file.

A written record of all medication administered in the school will be maintained in the school. When medication is administered by staff to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycaemia, etc) parents/guardians will be notified by telephone.

Arrangements for administration of medication to each pupil will be reviewed annually.

Ratified by Board of Management on

_____ **Date**

Signed _____

Chairperson, Board of Management

ADMINISTRATION OF MEDICINES IN SCHOOLS – INDEMNITY

THIS INDEMNITY made the _____ day _____ month 20____
BETWEEN _____ (lawful father / mother or legal
guardian) of _____ (hereinafter called 'the parents' of
the One Part AND on behalf of the Board of Management of Abbeyleix South National School
situated at Abbeyleix, Co. Laois (hereinafter called 'the Board') of the Other Part.
WHEREAS:

1. The parents are respectively the lawful father and mother of _____ a pupil
of the above school.
2. The pupil suffers on an ongoing basis from the condition known as _____
3. The pupil may, while attending the said school. require in emergency circumstances, the
administration of medication _____ (name of medication).
4. The parents have agreed that the said medication may, in emergency circumstances, be
administered by a member of staff of the said school as maybe designated from time to time
by the Board.
5. Now it is hereby agreed by and between the parents hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as
the *lawful* father and mother respectively of the said pupil HEREBY AGREE to indemnify and
keep indemnified the Board of Management, its servants and agents including without
prejudice to the generality the said pupil's class teacher and/or the Principal of the said
school from and against all claims, both present and future, arising from the administration
or failure to administer the said medicines.

Signed: _____ Date _____
Parent/guardian

Signed: _____ Date _____
Parent/guardian

Signed: _____ Date _____
Principal on behalf of the Board of Management

Request for Administration of Medication – Information and Consent.

Name of pupil: _____ Class: _____

Address: _____

Name of parent / Guardian 1: _____ Mobile No.: _____

Name of parent/ Guardian 1: _____ Mobile No.: _____

Additional emergency contact name: _____ No.: _____

Name of General Practitioner: _____ Contact No.: _____

Condition for which medication is required: _____

Name of medication: _____ Dosage _____

Under what circumstances should medication be given? _____

Other medication being taken: _____

The medication is self administered has to be administered

Other action (s) if any. Apart from administering medication, which may be needed.

I consent for staff members in the school to administer / supervise administration of _____, in dosage of _____, to my son / daughter _____ under the circumstances outlined above.

I understand that information about my son's/daughters medical condition and treatment will be shared with school staff, and in the event of an emergency with the GP or other medical personnel. I also consent to the disclosure of this information to the school's insurers if required. I will adhere to the conditions of the policy with regard to managing medicines in school.

Any additional information which you believe the school would need.

Signed: _____ Date: _____

Print Name _____