



Administration of Medicines Policy

Introduction

Gaelscoil Riada is a co-educational, all-Irish, multid denominational primary school. This policy is a collaborative document created by the Teachers, Parents' Association Committee and Board of Management.

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. This policy ensures that the needs of children for whom medication has to be administered, are addressed.

The following are the aims of the policy:

1. To fulfil the duty of the Board of Managements in relation to Health and Safety requirements
2. To safeguard the health and safety of pupils when they are in the care of the school staff
3. To provide guidelines and protection to staff members who are willing to administer medication under the direction of the Board
4. To protect the school against possible litigation.

In-School Procedures:

Parents are required to complete a Health/Medication form when enrolling their child/ren in the school: *The Board of Management requests parents/guardians to ensure that the school is made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or immediately upon subsequent confirmation of any medical conditions.*

A Health/Medication Folder is kept in the school office. Information regarding the child, a small photograph, details of their medical condition, procedures that must be followed if administration of medicine is necessary (this policy refers to prescribed medication that has been approved by the Board for administration at school) and contact details of all parents/guardians including emergency numbers is included in this folder.

This folder is updated in September of each new school year and is amended as new information is given to us. If any of this information changes, it is the responsibility of the parent/guardian to inform the school of these changes.

Medication in this policy refers to medicines, tablets, sprays and injections which are administered.

In the case of reliever inhalers, it is recommended that the child's name is attached. The children are allowed to keep these in their bags if the teacher is not required to administer the inhaler or monitor their administration.



Appendix 5 must be completed and returned to the school office if your child has an inhaler in his/her bag.

Roles and Responsibilities

Parents/Guardians:

The parent/guardian should write to the Board of Management requesting the Board to authorise staff members to administer the medication or to monitor self-administration of the medication as appropriate. (see sample letter of request)

Parents/guardians are required to provide the following in writing:

1. Child's personal details
2. A doctor's letter confirming the diagnosis' /details of the condition & name of medication
3. Symptoms of the condition and circumstances under which the medication is to be given
4. Arrangements for the administration of medicines- to include measures such as self-administration, administration under parental supervision or administration by school staff.
5. Procedures to be followed in the administration of the medication (see Appendix 3)
6. Procedures to be followed in the storing of the medication
7. Expiry date of Medicine and procedures for collection/disposal of medicines
8. Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child.

Parents/guardians are responsible for ensuring that:

- the medication is delivered to the school and handed over to the class teacher
- an adequate supply is available
- the kit containing medication be removed from the school at the end of the day (*unless the Board of Management has a written request to store medication in school in case of an emergency*)
- changes in prescribed medication (or dosage) are be notified immediately, in writing, to the school with clear written instructions of any new procedure to be followed in storing and administering of the medication.

If Medication is to be kept on school premises during term

- clear written instructions on procedures for storing medication should be provided by the parent.
- All staff will be aware of where medication is stored and procedures that need to be followed

Return of Medication

- parents must ensure medication is collected on completion(including packaging)



- parents must inform Board of management in writing if instructions are changed/ dosage/ procedures
- parents must collect medication prior to the expiry date has been reached
- Parents will collect all medication at end of term and return to class teacher at beginning of next term
- Parents are responsible for the correct disposal of all medications.
- All medication returned to parents, even empty bottles, will be recorded.

Parents/guardians are required to inform the school of any changes in contact details in order that they may be contacted in the event of an emergency.

Parents/guardians are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines. The Board will inform the school's insurers accordingly. (see Appendix 1) The School Insurance may wish for parents to sign a separate indemnity form.

This policy does not refer to after-school activities whether they take place on the school premises or elsewhere. Parents/Guardians must discuss the administration of medicine with the person in charge of the activity, whoever that may be.

Board of Management:

- The Board, having considered the matter, may authorise staff members to administer medication to a pupil or to monitor the self-administration by a pupil where possible and will record its decision in the minutes of the meeting.
- It is essential to inform all staff members of a child's need for medication and to ensure that all staff know the procedures to follow should an emergency occur
- The Board will ensure that the authorised persons are properly instructed in how to administer the medicine .
- The Board shall seek an indemnity from parents/guardians in respect of liability that may arise regarding the administration of the medicine
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the appropriate storage of medication and procedures for the administration of medication.
- In the event of the authorised staff member's absence, the Board will ensure that another member of staff will undertake to administer the medication. A list of staff that are willing to administer medication will be kept in the folder in the school office.
- The Board will ensure that an authorised staff member is with the child on all school outings.

Staff Members:

- No staff member is required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under the prescribed guidelines appropriate to that medication in the belief that the administration is safe.



- Written instructions on the administration of the medication must be provided and any appropriate training in the administration of the medicine should be provided by the parent/guardian or an appropriately trained person.
- Medication must not be administered without the specific minuted authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent/guardian.
- A written record of the date and time of administration will be kept. (see Appendix 2)
- Qualified medical treatment should be sought in emergencies at the earliest opportunity.
- Parents/guardians should be contacted should any concerns or emergencies arise.

Emergencies

In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further harm. Qualified medical treatment should be sought in emergencies at the earliest opportunity.

Parents/guardians are required to inform the school of any changes in contact details in order that they may be contacted in the event of an emergency.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child to their local doctor or into Accident and Emergency without delay. Parents/guardians will be contacted simultaneously.

First Aid Box

A first Aid box is kept in the school office and one in the staffroom. These first aid boxes comply with the guidelines from the HSA. A travel first aid kit is taken when a class is leaving the school site on school tours/activity. Similarly, medication appropriate to a particular child should be taken on any out of school tour/activity.

Success Criteria

Compliance with Health and Safety Legislation.

Maintaining a safe and caring environment for the children.

Positive feedback from teachers, parents/guardians and students.

Timetable for Review

This policy will be reviewed during the 2021/22 school year or, on the enrolment of a child with a significant medical condition or following any incident that occurs which may require revisions to be made

Ratification Ratified on the 12 Feabhra 2020 Signed: Brian Ó Maoinchiaráin: Chairperson