



www.steppingstoneschool.ie

Roll No: 20379Q

ADMINISTRATION OF MEDICATION POLICY

Introduction:

The policy was recently drafted through a collaborative school process and ratified by the Board of Management.

Rationale:

The policy as outlined was put in place to;

1. Clarify areas of responsibility.
2. Give clear guidance about situations where it is not appropriate to administer medicines.
3. To indicate the limitations to any requirements which may be notified to teachers and school staff.
4. Safeguard school staff that are willing to administer medication
5. Protect against possible litigation.

Relationship to School Ethos:

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. 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 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

In –School Procedures:

No staff member is obliged to administer medicine or drugs to a pupil, and any staff member willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the Board of Management requesting the Board to authorise a member of staff to do so. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- The school generally advocates the self-administration of medicine (eg. inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent. No medicines are stored on the school premises. If a child requires administration on a daily basis the parents will have to notify the school and request for appropriate storage facilities. Parents are responsible for the provision of medication, notification of change and dosage, and also ensuring medication is appropriately labelled and within expiry date.
- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical or mental health condition suffered by any child in their class within a timely manner. Full disclosure is paramount, and the school must be informed of the reason why the administration of prescription or non-prescription drugs is necessary, and any possible impact these may have in a child's BSP being carried out. Teachers should be made aware of any possible side effects so that they can be on the look-out for these enabling full transparency by all parties.
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Long Term Health Problems

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of the parents/guardians. This includes measures such as self-administration, administration under parental supervision or administration by school staff.

Life threatening Condition

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in particular emergency situations, with a particular reference to what may be a risk to the child (appendix 3). The Board of Management must be made aware if there is a possibility that situations could arise whereby the administration of emergency medication is necessary and have agreed to the procedures put in place for this event. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

NOTE: If school staff have to administer medication for long term health issues or Life-threatening issues e.g. Epilepsy, it is up to the parent/guardian to arrange a visit from their GP or a trained professional to the school to demonstrate the appropriate administration procedure to relevant staff. For non-life threatening long term health issues, the parents can demonstrate effective administration procedures.

Request to the Board in writing

Parents should write to the Principal requesting permission for the administration of medicine during the school day, and outlining the procedure involved. The principal will bring this to the attention of the Board of Management at the next Board meeting. Where children are suffering from life threatening conditions, parents should outline clearly, in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child. Written details should include the name of the child, name and exact dosage of medication, whether the child should be responsible for his/ her medication, the circumstances in which medication is to be given by the staff member and consent for it to be given, name of doctor to be contacted in emergency, when the parent/ guardian is to be notified and where he/ she can be contacted, parent/ guardians signature.

Staff nominee

Any staff member willing to undertake the responsibilities of administering medicine does so under the controlled guidelines outlined below.

Staff members are not obliged to undertake these responsibilities and teachers should not administer prescribed medication without specific authorisation of the Board and the child's GP. The Board of Management will seek an indemnity from the parents/guardians in respect of any liability that may arise regarding the administration of medication (Administration of Medicines in Schools Indemnity Form) The application will not be considered without both this policy and the Indemnity form being completed and signed. The Board will inform the school's insurers accordingly. In as far as possible children should self-administer, though we are aware the majority of our children will be unable to do so. A written record of the date and time of administration must be kept.

Administering medicines

Where possible, parents should arrange for the administration of prescribed medicines after school.

If medication is to be administered during school hours, this will be undertaken by two nominated members of staff to mitigate against errors and ensure that the correct dosage and medication are given. Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school on a daily basis, preferably by the parent, with clear written instructions on the medicine for its administration and giving the name of the pupil. If a student requires non-prescribed medication for pain relief or discomfort in any way, or prescribed medications such as antibiotics for more than 2 days in a row, it is then judged that the student is sufficiently unwell for the school to request that they remain at home until they have recovered.

“Do not give this medicine to your child for more than 3 days without speaking to your doctor or pharmacist” (<https://www.calpol.co.uk/our-products/get-the-dose-right>)

“medical advice should be sought if symptoms worsen or not later than 24 hours if symptoms persist. If in children aged from 6 months and in adolescents this medicinal product is required for more than 3 days, or if symptoms worsen a doctor should be consulted. Do not dose more frequently than at 6 hourly intervals. The recommended dose should not be exceeded.” (<http://www.medicines.ie/medicine/14463/SPC/Nurofen+for+Children+Strawberry+100mg+5mI+Oral+Suspension/>)

Guidelines for administration of medicines

1. The parents of a pupil with medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication. (Appendix 1, 2 or 3).
2. Parents must submit a written request to the Board of Management to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult such as a bus escort. The designated adult bringing the child to school must also have knowledge and training in administration.
4. A written record of the date and time of administration must be kept by the person administering it. (Appendix 4).
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to

the school and replenished when necessary.

6. Emergency medication must have exact details of how it is to be administered.
7. The Board of Management must inform the school's insurers accordingly.
8. Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
9. All correspondence related to the above is kept in the school and remains private and confidential information. Disclosure will only be made available to the relevant first aid staff/teaching staff.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school unless written permission is confirmed and approved by the Board of Management at the beginning of each school year or when subsequent changes occur.(Appendix 1)
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent.
- No teacher/SNA can be required to administer medicine or drugs to a pupil.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
- If medication must travel into school with a child, it has to be stored in a safe cabinet in front of the administration desk in reception and cannot for any reason remain in the child's bag for risk of another pupil accessing it.
- If possible, the parents should arrange for the administration of prescribed medicines outside of school hours.
- Staff will not administer pain relief or any other non-prescribed or prescribed medication any more than 2 days in a row.

Emergencies:

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

Medicines sent in to the school on a daily basis will be stored in a secure and central location in locked press in front of the administration desk and out of the reach of the students.

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

In addition, parents must ensure that teachers are made aware in writing of any medical condition and also notify the school of any change in medication within 7 days. For example, children who have epilepsy, diabetes etc. may have a seizure at any time, and teachers must be made aware of the symptoms and indicators in order to ensure that treatment may be given in a timely manner by appropriate persons.

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 and regularly if data requires an update.

First Aid Boxes:

A first aid box is kept in each individual classroom containing antiseptic wipes, antiseptic bandages, sprays, steri-strips, cotton wool, scissors etc. A full medical kit is taken for the school when they are engaged in out of school activities such as tours, and other 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 inside are not encouraged. A child too sick to play with peers or outside 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 is the Health and Safety Officer and the maintenance and replenishment of First Aid Boxes is the remit of the health and 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 remains with parents/guardians.

Ratification and Review:

This policy was ratified by the BOM in _____ It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

Chairperson: _____

Date: _____



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Appendix 1

Administration of Medicine Policy Indemnity Form for Parents/Guardians Stepping Stones Special School

Name of Child: _____ Date of Birth: _____

Name of parent/s: _____

Name of medication: 1. _____

2. _____

Prescribed dosage:

1. _____

2. _____

Is your child capable of self-administration? _____

Describe the circumstances in which the medication is to be given:

Life threatening conditions:

Outline clear proper procedures **if** your child requires medication for life threatening conditions:

Emergency numbers

Mother: _____

Father: _____

Emergency1 _____

Emergency2 _____

Name of Doctor to contact in emergency: _____

(Please ensure your child's doctor completes and signs the following information and declaration).

I Dr. _____ agree to student _____ to have the following medications administered in school in line with the administration of medication policy.

Name of Medication	How many mls	How often	signed

Signed by Parent(s) : _____ and Doctor: _____

I/We request that the Board of Management authorise the administration 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 no facilities for the safe storage of prescription medicines and that the prescribed amounts must be brought in daily.

I/We understand that we must inform the school/Teacher of any changes to medicine/dosage in writing, and that we must inform the Teacher anew at the beginning of each school year of the prescription/medical condition or within 7 days of any changes.

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 _____ Parent/Guardian

Date _____



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ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the _____ day of _____ 2020
between _____ (lawful father and mother/guardian) of
_____ (Student) of _____ (Address)
(hereinafter called 'the parents') of the One Part AND _____ (Principal)
for and on behalf of the Board of Management of Stepping Stones Special School situated at
Harroistown, Kilcloon, in the County of Meath (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 the administration of prescribed medication _____ .
4. The parents have agreed that the said medication may, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

- a) 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, 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.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the **parents/guardian** in the presence of (Witness)

<hr/>	
Printed (Parents/guardian)	Signed (Parent/guardian)
<hr/>	
Printed (Witness)	Signed (Witness)

SIGNED AND SEALED by the **school principal** said in the presence of (witness):

<hr/>	
Printed (Principal)	Signed (Principal)
<hr/>	
Printed (Witness)	Signed (Witness)



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Appendix 2

Allergy Details

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed: _____

Date: _____



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Appendix 3

Emergency Procedures

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

Symptoms: _____

Procedure:

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

To include: *Dial 112 or 999 and call emergency services.
Contact Parents*



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Appendix 4

Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Who administered: _____

Who witnessed administration: _____

Administration Details (When, Why, How)

Signed: _____

Witnessed: _____

Date: _____

