



St. Patrick's School, Drumcondra, Dublin 9

Scoil Phadraig, Droim Conrach, Ath Cliath 9

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Administration of Medicines Policy

Introduction

This policy was ratified in October 2019 and will be reviewed as outlined below.

School Ethos and the Administration of Medicines

St Patrick's Boys National 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 accordance with the school ethos, through the provision of a safe, secure and caring school environment and through the promotion and encouragement of positive home-school links.

Aims of the Policy

The aims and objectives of this policy are as follows:

- To promote and maintain a safe and caring environment for children attending St Patrick's BNS and to minimise the health risks to staff and pupils through the provision of a clearly understood management policy and framework for the administration of medicines in the school
- To provide clear guidelines to parents/guardians, school staff and pupils concerning the administration of medicines at school
- To outline and clarify the roles and responsibilities of parents/guardians, staff and pupils in relation to the administration of medicines at school
- To provide clear guidelines and a management framework within which medicines may be administered in cases of emergency at school
- To safeguard the legal rights of staff who agree to administer medication
- To clarify the role of the Board of Management, in relation to its statutory duty of care, as required under Health and Safety legislation

Roles and Responsibilities

The Board of Management has overall responsibility for the oversight of the school's policy on the Administration of Medicines. The Principal is responsible for the daily management of procedures, roles and responsibilities, in relation to the administration of medicines, as outlined in this policy, with the support and assistance of all staff members.

Guidelines for the Administration of Medicines

Parents/Guardians:

1. Where possible, parents/guardians of school pupils should arrange for the administration of prescribed medicines outside of school hours.
2. If this is not possible, prior to enrolment, or when a medical need arises, parents/guardians of a pupil with special medical needs must write to the School Principal and the Board of Management, informing them of the pupil's condition and of any requirement to administer medicine in school.
3. This written notification must be accompanied by a completed and signed copy of the '**Administration of Medicines**' Form, outlining all the medical details. A copy of this form can be downloaded from the school's website or a copy can be obtained from the School Secretary's office.
4. By completing an 'Administration of Medicines' Form, a parent/guardian:
 - (a) consents to the Board of Management and Principal authorising the administration of prescribed medicine by a staff member at school;
 - (b) indemnifies the Board of Management, Principal and staff members in respect of any liability that may arise from the administration of prescribed medicine to their child in school.
5. Once the Board of Management (BoM) has granted approval and authorised the administration of a prescribed medicine, the Principal, on behalf of the BoM, will ask the parent/guardian to write to the Teacher/Special Needs Assistant (SNA) responsible for their child to advise them of their child's medical condition and of how it is to be treated.
6. Parents/guardians are solely responsible for the provision of prescribed medicine to the authorised Teacher/SNA responsible for their child and for any notification of a change of dosage. The medicine must be brought to school by the parent/guardian/designated adult.
7. Parents/guardians should take note that the school does not recommend that children keep medication in their coat pockets, school or sports bags.
8. Arrangements for the storage of certain emergency medicines on the school premises, in order to be accessible at all times, must be made by the parent/guardian with the Principal or Deputy Principal of the school.
9. In the case of emergency medicine, parents/guardians are responsible for ensuring that this medicine is supplied to the school and replenished when necessary. Emergency medicine must always be accompanied by clear instructions explaining how it is to be administered.
10. The Board of Management recognises the critical role EpiPens, as medical devices, can play in the emergency treatment of acute allergic reactions and therefore consents to their storage, at the written request of a parent/guardian, on the school premises.
11. Parents/guardians are responsible for ensuring that the EpiPen is supplied to the school and replaced when necessary. It is the responsibility of the parent/guardian to instruct and confirm that the authorised staff member understands how to administer the EpiPen in the event of an emergency.

Board of Management/School Principal:

1. The Board of Management (BoM) and School Principal will only grant authorisation for the administration of prescription medicine to a school pupil by a member of staff under the following conditions:
 - (a) that the BoM receives a letter from a parent/guardian requesting the Board to authorise a member of staff to administer a prescribed medicine to their child; and
 - (b) that the BoM receives a completed and signed 'Administration of Medicines' Form from the parent/guardian which indemnifies the BoM, Principal and staff members in respect of any liability that may arise from the administration of prescribed medicines to the pupil in school.

Teachers/Special Needs Assistants (SNA):

1. Teachers and SNAs 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 outside the school premises.
2. No teacher/SNA is obliged to administer medicine or drugs to a pupil and any teacher/SNA who consents to do so must comply with the guidelines as outlined in this policy.
3. A teacher/SNA who consents to the administration of medicine must not do so without the prior authorisation of the School Principal.
4. Where it is possible, the school recommends that the pupil self-administer his/her own medicine (e.g. inhalers) under the supervision of an authorised teacher/SNA who should exercise the standard of care of a responsible and vigilant parent.
5. A written record of the date and time of administration of the medicine must be kept by the teacher/SNA authorised to supervise/administer it.
6. In an emergency situation, appropriate action, as instructed by the parent/guardian, may be taken by the teacher/SNA, including seeking qualified medical assistance, if required, and contacting the pupil's parent/guardian at the earliest opportunity.
7. All correspondence and records related to the administration of medicines should be filed securely on the school premises.

Storage of Medicines:

1. As a general rule, medicines are not stored on the school premises. A small quantity of prescription medicine may be stored in the school if a pupil requires daily self-administration and his/her parent/guardian has written to the Principal requesting storage facilities on the premises.
2. Under no circumstances will non-prescribed medicines be stored in the school or authorisation given for their administration to pupils in school.

Storage of Emergency Medicines:

1. The Board of Management consents to the storage of certain emergency medicines on the school premises. These medicines must be accessible to authorised staff members at all times. Arrangements for the storage of emergency medicines must be made by the parent/guardian with the Principal or Deputy Principal of the school.
2. The Board of Management recognises the critical role EpiPens, as medical devices, can play in the emergency treatment of acute allergic reactions and consents to their storage, at the written request of a parent/guardian, on the school premises.

Allergies

1. Allergies are a common medical condition where the daily self-administration of medicine by a pupil in school may be required.
2. Procedures, including written notification from parents/guardians and approval from the Board of Management/Principal, are the same as per other administration of medicine procedures outlined in this policy.
3. An 'Administration of Medicines' Form which indemnifies the BoM, Principal and staff members in respect of any liability which may arise from the administration of prescribed medicine must be completed and signed by the parent/guardian and submitted to the BoM/Principal for approval.
4. Photos and details of the pupil and his/her allergies should be provided by parents/guardians and should be on display in the school to inform staff.
5. Efforts will always be made by members of staff to ensure that the pupil in question does not come into contact with allergens.
6. To this end, the Principal may request that certain allergens should not be brought to school by other pupils or members of staff.

Life Threatening Conditions

1. In the event that a pupil suffers from a life threatening condition, it is the responsibility of his/her parent/guardian to write to the Board of Management and to the School Principal and clearly outline what measures may need to be taken, in the event of an emergency, and to identify, in particular, the kind of circumstances which may put the child at risk.
2. In addition, the parent/guardian should complete, sign and submit to the Board of Management (BoM) and Principal a copy of the 'Administration of Medicines' Form, outlining the pupil's medical condition, any prescribed medication required and emergency procedures to be followed and indemnifying the BoM, Principal and staff members in respect of any liability that may arise from the administration of the prescribed medicine.

Long Term Health Conditions

1. In the event that a pupil suffers from a long-term health condition that may affect his/her daily life in school, it is the responsibility of his/her parent/guardian to write to the Board of Management and to the School Principal and to clearly outline what arrangements may need to be organised by authorised teachers/SNAs in order to minimise any disruption to the child's engagement in daily school life.
2. These arrangements may include procedures, such as the daily self administration of medicine by the child, the administration of medicine under parental supervision, or the administration of medicine by an authorised teacher/SNA.
3. In addition, the parent/guardian should complete, sign and submit to the Board of Management (BoM) and Principal a copy of the 'Administration of Medicines' Form, outlining the pupil's medical condition, any prescribed medicine required or specific arrangements to be made, and indemnifying the BoM, Principal and staff members in respect of any liability that may arise from the administration of the prescribed medicine.

Success Criteria

The effectiveness of this 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/guardians, staff and pupils
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review

This policy was ratified by the Board of Management in January 2016. The policy was reviewed in October 2019.

Implementation

This policy has been implemented since January 2016 and reviewed in 2019. The next review will be in 2021.

Signed:

Ms. Natasha Bassett

Dr. Anne Looney

(Acting Principal)

(Chairperson of B.O.M)