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**Accident, Injury and Administration of Medicines**

# Introduction:

As a school with children who have different medical needs and allergies it is important to have an Administration of Medicines Policy. This policy was drafted in conjunction with the staff and parents of Blessington Educate Together NS.

# Rationale:

The policy as outlined was put in place to;

* Clarify areas of responsibility.
* To give clear guidance about situations where it is not appropriate to administer medicines.
* To indicate the limitations to any requirements which may be notified to teachers and school staff.
* To outline procedures to deal with a pupil with a nut-allergy in our school.
* Safeguard school staff that are willing to administer medication.
* 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:

Parents are required to give written permission for staff to administer prescribed medication (see Appendix 1). 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 BoM permitting school staff to do so.
* Under no circumstance will non-prescribed medicines be either stored or administered in the school.
* The school generally advocates the self-administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent
* Medicines as prescribed, and with the written consent of parents, may be stored securely in school. Parents are responsible for the provision of medication and notification of change of dosage.
* Staff 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 condition suffered by any child in their class.
* 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 school and Board of Management. This is the responsibility of the parents/guardians. It would include 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 a particular emergency situation, with particular reference to what may become a risk to the child. If emergency medication is necessary, arrangements must be made with the school and Board of Management.

# Guidelines for the Administration of Medicines

1. The parent/guardians of the pupil with special medical needs must inform the school and Board of Management in writing of the condition, giving all the necessary details of the condition. This information must also contain written instruction of the procedure to be followed in administering the medication (See Appendix 1).
2. Parent/guardians must write requesting the Board of Management to authorise the administration of the medication in school (See Appendix 1).
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.
4. A written record of the date and time of administration must be kept by the person administering it.
5. Parent/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 BoM must inform the school’s insurers accordingly.
8. Parent/guardians 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. See (Appendix 1).
9. All correspondence related to the above are kept in the school.
10. All Medicines, including inhalers, must be clearly labelled with child’s name.

# Medicines

* Non-prescribed medicines will neither be stored nor administered to pupils in school.
* 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/guardian.
* 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 parent/guardians contacted.
* Where possible, the parent/guardians should arrange for the administration of prescribed medicines outside of school hours.

# The following guidelines are in place regarding pupils with a Nut Allergy

1. We do our utmost to maintain our school as a nut-free school. Regular reminders are sent to parent/guardians to ensure nuts are not sent in school lunches. The staffroom is nut-free and staff are reminded at regular intervals.
2. Staff dealing with the pupil do not eat nuts of any item with a nut trace.
3. Advise children not to offer or exchange foods, sweets, lunches etc.
4. If going off-site, medication must be carried.

## In the event the pupil comes into contact with peanuts

1. It is important that the pupil be kept calm to allow him/her to breathe calmly as he/she will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the pen be administered. If in doubt, it is school policy to administer. EpiPen is stored in the Principal’s office.. Before or immediately after Pen has been administered, an ambulance must be called.

## Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

# Doctors

Blessington Medical and Dental, Centric Health – 045 865 019

Blessington Family Practice – 045 865 527

# Emergencies:

In the event of an emergency, teachers should do only that which 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.

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. Parent/guardians will be contacted simultaneously.

In addition, parent/guardians must ensure that teachers are made aware in writing of any medical condition which their child is suffering from.

Written details are required from the parent/guardians outlining the child’s personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parent/guardians should also outline clearly proper procedures for children who require medication for life-threatening conditions.

The school maintains an up-to-date register of contact details of all parent/guardians including emergency numbers. This is updated in September of each new school year.

# First Aid Boxes:

A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

First aid boxes are kept in the staffroom and stars classrooms containing anti-septic wipes, gloves and plasters.

# General Recommendations:

We recommend that any child who shows signs of illness should be kept at home; requests from parent/guardians to keep their children in at lunch break are not encouraged. A child too sick to play with peers 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.

# 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 parent/guardians and school staff.
* Ensuring the primary responsibility for administering remains with parent/guardians.

Ratification and Review

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| --- | --- |
| Date Created | October 2018 |
| Date of This Review | September 2023 |
| Date for Next Review | September 2025 |

# APPENDIX 1

Request for Administration of Medication – Information, Consent and Indemnity

Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Weight­­ \_\_\_\_\_\_\_\_

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

Dosage \_\_\_\_\_\_\_\_\_\_\_\_\_

Under what circumstances should medication be given -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Condition for which medication required -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Other medication being taken -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child   CAN / CAN NOT self-administer this medication

GP name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Emergency contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Emergency contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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

Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADMINISTRATION OF MEDICINES IN SCHOOLS – INDEMNITY**

THIS INDEMNITY made the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_

**BETWEEN**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(lawful father and mother of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called ‘the parents’ of the One Part

**AND**

for and on behalf of the Board of Management of Blessington Educate Together National School (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, viz.

4.    The parents have agreed that the said medication may, in emergency circumstances, be administered by certain school staff of the said school as my be designated from time to time by the Board.

**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, 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.