

CBS Primary School,

Chapel Street,

Dundalk,

Co. Louth.

A91 YF82

Telephone number: 042 9327861

office@cbsprimarydundalk.ie



CBS Primary Dundalk Administration of Medicines Policy

Introduction

The Administration of Medication was redrafted through a collaborative school process.

Rationale

The policy was put in place to clarify areas of responsibility. To give a clear guidance about situations where it is not appropriate to administer medicines. Indicate the limitations to any requirements which may be notified to teachers and school staff. 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. In keeping with the school ethos, this policy promotes a safe, secure and caring school environment and furthers 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 concerning Health and Safety requirements.
- Provide a framework within which medicines may be administered in

emergency cases or instances where regularised administration has been agreed upon with parents/guardians.

In-School Procedures

Parents must inform and then complete a Health/Medication form when enrolling their child in the school. 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 the pupil's parents have written to the BoM requesting the Board authorise a staff member to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medications.
- 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. A small number of prescription drugs will be stored in the medicine box in the classroom if a child requires self-administering daily and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage.
- 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 approved 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 (for example, Diabetes) in school, proper and clearly understood arrangements (essentially a Healthcare Plan) for administering medicines must be made with the 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 specific reference to what may be a risk to the child (Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management. The parents must sign a letter of indemnity regarding any liability that may arise regarding medication administration.

Guidelines for the Administration of Medicines

- The pupil's parents with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition and confirming an appropriate Healthcare Plan. The request must also contain written instructions for administering the medication (Appendix 1, 2 or 3).
- Parents must write requesting the Board of Management to authorise the administration of the medication in school.
- Where the Board of Management has given specific authorisation for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult.
- The person administering it must keep a written record of the date and time of administration (Appendix 4).
- Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
- Emergency medication must have exact details of how it is to be administered.
- Parents are further required to indemnify the Board of Management and staff

members regarding any liability that may arise regarding the administration of prescribed medicines in school.

- All correspondence related to the above is kept in the school.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- As outlined above, teachers/SNAs in the school will only administer prescribed medication when arrangements have been implemented.
- The storage of certain emergency medicines is available in the child's classroom, which must be readily accessible at all times.
- 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.
- In an emergency, qualified medical assistance will be secured at the earliest opportunity, and the parents contacted.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

The following guidelines are in place concerning pupils with a Nut Allergy.

1. Children may not bring nuts or any item with nut traces to school.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

In the event, the pupil comes in contact with peanuts or other allergens.

1. Administer 5ml Zirtec/Sudafed or other antihistamines immediately. The pupil must be kept calm to allow him/her to breathe calmly as he/she will experience discomfort and the sensation of his throat swelling. If possible, he/she needs to drink as much water as possible, and these steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the pen be administered. Anaphylaxis occurs when two or more systems are affected, e.g.,

swollen/red/runny eyes and swollen mouth/swelling of mouth **and** rash on the skin. The pen is stored in the classroom. It is essential to note that different pens have different dosages; the required dosage must be clearly marked on the Pen. If a child needs two Epipens, both should be stored together with an elastic band. 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.

Emergencies:

In an emergency, teachers 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.

Where no suitable medical treatment is available and circumstances warrant immediate medical attention, a staff member 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 from which their child is suffering. For example, children who have epilepsy, Diabetes etc., may have a seizure at any time, and teachers must be made aware of symptoms to ensure that they receive appropriate treatment.

Written details are required from the parents/guardians outlining the child's details, name of the medication, prescribed dosage, whether the child can self-administrate, and the circumstances under which the medicine is given. Parents should also outline clearly proper procedures for children who require medication for life-threatening conditions.

The following staff members have completed the Defibrillator Training Course (AED): Petrina Hanratty, Vincent Hanratty, Michael O Connor, Deirdre Kenny, Róisín Brayden, Eleanor Geraghty, Edel Ross, Ann O Grady, Carol Crosse. The defibrillator is located on the wall adjacent to the secretary's office, inside the main front door, and aspirin is

stored in the first aid box.

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.

First Aid Boxes:

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

Each teacher has an individual first aid box, and extra equipment is available in the staff room.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home; requests from parents 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 implementing and monitoring the school policy on the Administration of Medication. Petrina Hanratty is the day-to-day manager of routines contained in the policy with the assistance of the principal and all staff members. Petrina Hanratty has responsibility for the maintenance and replenishment of First Aid Boxes.

Success Criteria:

The following criteria measure the effectiveness of the school policy in its present form:

- 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 medication remains with parents/guardians.

Implementation and Review

The Board of Management reviewed this policy in April 2022.

Signed: Deirdre Kerr, Chairperson, BOM Date: April 2022.

Signed: Eileen Hart, Principal, Date: April 2022.

Date of next review: April 2025

Appendix 1

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Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage Details: _____

Dosage Details: _____

Is the child to be responsible for taking the prescription himself? Yes ___ No___

Appendix 1

What action is required:

We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is necessary for the continued wellbeing of my/our child. I/We understand that we must inform the school/teacher of any changes of medicine/dose in writing and inform the teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training, and we indemnify the Board from any liability that may arise from administering the medication.

Signed: _____ Parent/Guardian

_____ Parent/Guardian

Date: _____

Appendix 2

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Allergy Details

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Please provide a detailed description of the Administration Procedure to include (When? Why? How?):

Signed: _____

Date: _____

Appendix 3

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Emergency Procedures

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

Symptoms:

Procedure:

- ***In the case of emergency senior staff member on the scene will assess the situation and call emergency services if required 112 or 999.***
- ***Contact Parents***

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Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Procedure (When? Why? How?):

Signed: _____

Date: _____