**ADMINISTRATION OF MEDICATION POLICY**

**St John’s N.S.,**

**Ballinalee Road,**

**Edgeworthstown,**

**Co.Longford.**

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**Introduction:**

An Administration of Medication Policy has been in existence in the school since 2011.

The policy was redrafted through a collaborative school process and was ratified by the Board of Management on Thursday, 7thJune, 2018. It was reviewed by the Board of Management on Thursday 25th March 2021.

**Rationale:**

This policy was deemed necessary to ensure all concerned are aware of school regulations and ensure best practice is followed.

**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:**

* To support the safety of all pupils and staff.
* To ensure the Board of Management is fully informed of all medical conditions.
* To set out a clear procedure to be followed by parents/guardians, school staff and the Board of Management.

**In-School Procedures:**

* Parents are required to complete a medication form, which is part of the registration form, when enrolling their child/ren in the school and the school must be made aware in writing of the development of any medical condition at a later date.
* **Non-prescriptive medicines** will neither be stored nor administered to pupils in school. Self-administration of non-prescriptive medication is also not allowed in school.

* **Prescribed medicines** will only be stored and administered or self-administered in the school with the written consent of parents and the specific authorisation of the Board of Management.
* Pupils are not permitted to have any form of medication in their own possession in school with the exception of inhalers.
* Parents may, in prior consultation with the Class Teacher/Principal, visit the school to administer long term prescribed medication.
* No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.
* Should pupils feel unwell their temperature will be taken. Permission will be sought from parents on enrolment for this procedure to take place. A digital thermometer will be used.

**Prescribed Medicines:**

Procedure to be followed by parents who require the administration or supervision of self-administration of medication for their children

* The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
* Parents are required to complete the ‘Medical Condition and Administration of Medicine’ form providing written instructions of the procedure to be followed in the administration and storage of the medication. (see Appendix 2)
* Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available. The medicine must be clearly labelled with the child’s name, date, contents, dosage and instructions regarding storage.
* Parents must provide training for the administration of the medicine.
* Parents are required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. (Appendix 1)The Board will inform the school’s insurers accordingly.
* Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
* Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child. (Appendix 4)
* Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

Procedures to be followed by the Board of Management:

* The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor self-administration by a pupil.
* The Board will ensure that the authorised person has received appropriate training to administer the medication, as arranged by parents.
* The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine. (Appendix 1)
* The Board shall inform the school insurers accordingly.

Responsibilities of Staff Members:

* No staff member can be required to administer medication to a pupil.
* Any staff member who is willing to administer medicines will do so under strictly controlled guidelines in the belief that the administration is safe.
* Written instructions on the administration of the medication must be provided.
* Medication must not be administered without the specific authorisation of the Board of Management.
* In administering medication to pupils, the staff member will exercise the standard of care of a reasonable and prudent parent.
* A written record of the date and time of administration will be kept. (Appendix 5)
* The Principal/Acting Principal shall make arrangements for the administration of medication in the event of the authorised staff member’s absence.
* In the event of an emergency, teachers will do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment will be secured in emergencies at the earliest opportunity.
* Parents will be contacted should any queries arise.
* Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, an ambulance will be called and parents will be contacted.
* The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated regularly.

**Please note:**

In the case of an unforeseen medical condition occurring, where a parent/guardian requires a teacher to administer or supervise self-administration of prescribed medication urgently, then it would be sufficient for the request to be approved by the Chairperson of the Board of Management in conjunction with the Principal, once all the paper work as outlined above has been adhered to.

Asthma:

* For children with asthma, self-administration of medicine under the supervision of a responsible adult is recommended. However, as it may arise that these children could need the administration of medicine (e.g. inhaler) in an emergency situation the following must be adhered to:
1. Obtain Administration of Medicines Indemnity Agreement (Appendix 1)
2. Obtain Medical Condition and Administration of Medicines form (Appendix 2)
3. Obtain an Emergency Procedures form (Appendix 4) This must be filled out detailing when, why and how often to give the inhaler if child is having a severe asthma attack and when to contact emergency services.

Allergies:

* For children with an allergy, the following must be adhered to:
1. Obtain Administration of Medicines Indemnity Agreement (Appendix 1)
2. Obtain allergy details (Appendix 3)
3. Obtain an Emergency Procedures form (Appendix 4) i.e. written instructions from the child’s parents as to what should be done in the case of an allergic reaction. It is important that the pupil be kept calm to allow him to breathe calmly as will experience discomfort and sensation of his/her throat swelling. If possible, he/she needs to drink as much water as possible. These steps should allow him/her to recover fully. Parents are to be informed immediately if an allergic reaction occurs. If lips turning purple, call an ambulance.
4. If a pupil has a particular food allergy, products containing this allergen will not be allowed in school.
5. If going off-site, medication must be carried.

First Aid Box:

A First Aid box is taken when children are engaged in out of school activities such as school tours, sports days, field trips etc. A First Aid Box is kept in the First Aid Cupboard in the entrance area of the school.

The following guidelines will be issued to parents annually in September:

**General Guidelines in relation to Illness and Medication:**

* Children who show 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.
* Parents/Guardians should send in a note explaining the child’s absence on return to school.
* When a child is ill in school, a parent will be contacted if the child has a high temperature, has a headache, is vomiting or is continually complaining of feeling unwell.
* A parent will be contacted if a child suffers a serious injury involving their head, teeth or possible broken bone. Cuts and grazes will be cleaned using water wipes. A plaster or a bandage will be applied as necessary. It is important that parents inspect and check their child’s injury on return home from school.
* If your child suffers from any ongoing condition or allergy which the school should know about, please inform the Principal in writing.
* **Non-prescriptive medicines** will neither be stored nor administered to pupils in school. Self-administration of non-prescriptive medication is also not allowed in school.
* **Prescribed medicines** will only be stored and administered or self-administered in the school with the written consent of parents and the specific authorisation of the Board of Management.
* If your child has a medical condition, it is very important that you outline clearly in writing what should and should not be done in an emergency situation.
* Please ensure that the school is kept informed of any changes to contact numbers.

**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.
* Ensuring the primary responsibility for administering remains with parents/guardians.

**Ratification and Review:**

This policy was reviewed and ratified by the Board of Management on Thursday, 7th June 2018. It was reviewed and ratified again on Thursday 25th March 2021. It will be necessary to review this policy on a regular basis to ensure optimum implementation of the Administration of Medication Policy in the school. This policy will be reviewed in accordance with the four-year school development plan or as and when deemed necessary.

**Modification Clause:**

The Board of Management reserve the right to modify details of the Administration of Medication Policy at short notice. Such modification may be needed in an ever-changing environment and social context.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Chairperson, Board of Management**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Principal**