

DUNDERROW NATIONAL SCHOOL

Medical Policy/Administration of Medicine



This policy is formulated with guidelines issued to the Board of Management of Dunderrow National School.

Your child's health and safety is of prime concern to us and it is essential that parents and teachers work together for the good of the child in this regard.

Introduction

It is important that the school is aware of any medical condition that may effect your child during the school day.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment and brought to the attention of class teacher or at the development of any medical conditions at a later date. This may include information on allergies, eyesight etc. Please fill in the relevant space in the Medical Information Form and Permission Slip. If there is no such condition, please write "NONE".

Infection in School

Infections in school are common, However, not all infectious diseases are contagious. In the case of contagious diseases (chicken pox, infective hepatitis, measles, mumps, rubella (German measles), scarlet fever, glandular fever, whooping cough, impetigo (school sores), ringworm (tinea), head lice, scabies), all parents/guardians will be informed by letter.

If you discover that your child has an infectious disease please inform the school immediately, especially in the case of an illness which may affect other children. Please keep your child away from school until he/she is clear of infection and check with your GP when your child is fit to return to school.

Head-lice infection can be a problem at times in the classroom. Ensure that you check your child's hair regularly, treat if necessary and always inform the school as soon as you are aware that your child has head lice.

First Aid

From time to time minor incidents such as cuts and abrasions etc will occur. The staff at the school will deal with these by washing the cut with water and if necessary applying a plaster. Parents are expected to check under the plaster when the child returns home from school. **See Minor Accidents And Injuries Policy.**

Administration of Medicines

Under normal circumstances no oral medicines or tablets will be administered by the staff. This includes non prescriptive or any other medicines which have been prescribed by your own doctor for your child. If your child is ill enough to require medicine while in school, please note the following;

Medication in this policy refers to medicines i.e. tablets, suspensions, inhalers, sprays, insulin administered by mouth or injection. In the event of a child requiring taking medicines while in the care of the school, the following procedures will apply;

The Board of Management requires that parents inform their child's teacher in writing (complete appendix 1) of any medical condition their child may have while attending the above school. It is the parent's/guardian's responsibility to notify subsequent teachers. While the Board of Management has a duty to safeguard the health & safety of pupils when they are engaged in authorized school activities this not imply a duty upon teachers to personally undertake the administration of medicines.

Child Self Administration;

Children are not permitted to keep medication in their own possession. Parents/guardians may think it appropriate on certain occasions for older children to bring medicines to school (e.g Paracetamol/inhalers/cough sweets etc). ***The class teacher must be informed in writing if your child is carrying medicine of any sort. The note should identify the medicine and give the child permission to self-administer it and outline time of administration.*** However, the teacher will store the medicine for the duration of the school day. It is the responsibility of the child to remind the teacher when he/she needs the medication. The child should only carry the quantity needed for the school day. Where children carry inhalers, they should be competent to self administer and parents must ensure that the inhaler will be readily accessible at all times of the school day.

Procedures for parents of children with long term illness requiring administration of medicine within school hours e.g diabetes, severe allergies;

Parents write to the Board of Management requesting permission for the administration of medicine during the school day and outline the procedure involved.

This letter should contain the following:-

- Child's full name and address
- Outline briefly child's medical condition
- Where the child is suffering from a life threatening condition parents/guardians should outline clearly in writing what can and can't be done in a particular emergency situation with particular reference to what may be a risk to the child
- The name of the medication, if any, to be administered
- The exact dosage and time of administration
- Where there are changes of dosage or time of administration, parent/guardian or other person designated by the parent/guardian, should write a letter requesting these changes.
- Emergency contact numbers for parents, GP or any other party involved in the welfare of the child
- Signature of the parents
- Where parents request that medication needs to be administered by an adult/teacher please see procedures outlined below

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

Procedure to be followed by parents who require the administration of medication for their children

- *Request for administration for medication should be renewed at the beginning of each school year.*
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.
- 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.
- Parents are further 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. 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.
- 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 staff members (Please note two members of staff are needed in order to administer medicine) to administer medication to a pupil or to monitor the self-administration by a pupil
- The Board will understand that staff members are not obliged to undertake these responsibilities and teachers should not administer prescribed medication without specific authorization of the Board
- Should staff agree to administer medication the Board will ensure that the authorised persons are properly instructed/trained in how to administer the medicine – In as far as possible children should self administer. This may involve consultation with appropriate medical HSE personnel
- A folder will be compiled containing photograph and medication details for all pupils where an Administration of Medicine form has been completed by the parents – See Appendix 1
- A written record of the date and time of administration must be kept – Appendix 2
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine-see Appendix 3
- The Board shall inform the school insurers accordingly
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff members absence.

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 should 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, staff members 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.
- In emergency situations, staff should do no more than is obviously 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.
- Parents should be contacted should any questions or emergencies arise.
- As some parents of children with serious illness need to be informed of infectious illnesses in the school the class teacher/principal will contact parents on becoming aware of such infectious illnesses arising in the school

Parents/guardians should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

Ratified by Board of Management on 26/09/2006

Signed Joseph O'Leary, Chairperson, BoM
Mary Cottrell, Principal

Updated May 2012

Signed Noel Henderson, Chairperson BOM
Mary Cottrell, Principal

Administration of Medicines/ Monitoring of Medical Condition

Appendix 1

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 _____

DIAGNOSED CONDITION:

PRESCRIPTION DETAILS:

Is the child to be responsible for taking the prescription him/herself?

DESCRIPTION OF MEDICAL CONDITION:

WHAT ACTION IS REQUIRED:

I/We request that the Board of Management authorise the taking 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 be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must 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 the administration of the medication. Administration or failure to administrate Medicines or Monitoring of Medical Condition

SIGNED:
Parent/Guardian

Parent/Guardian

DATE:

Appendix 3

ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the day of 20

BETWEEN

(lawful father and mother/Guardian

Of

(hereinafter called “the parents”/Guardians) of the One Part AND Mr Noel Henderson,
Chairperson For and behalf of the Board of Management of **Dunderrow National School**
situated at Dunderrow, Kinsale in the County of Cork (hereinafter called “the Board”) of the
Other Part.

WHEREAS:

1. The parents/guardians are respectively the lawful father and mother/guardians 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 routine or emergency circumstances, the administration of medication, viz.

4. The parents have agreed that the said medication may, in routine or in emergency circumstances, 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/guardian 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:

SIGNED AND SEALED

By the said

Chairperson, Board of Management

In the presence of: