



All Saints' National School
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Charitable status number: 20138929

Administration of Medicines Policy

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 medical conditions
- 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
- Fulfill 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.

Administration of Medicines:

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 a staff member to personally undertake the administration of medicines.

The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

- Non- prescriptive medicines will neither be stored nor administered to pupils in school without the prior approval of the Board of Management. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- A photocopy of any prescription from the doctor should be kept in a locked cabinet in the office.
- Any medicine should be kept in a named container and should be checked to make sure it tallies with the prescription.
- The medicine should not be kept by the pupil but in a safe place out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- The medicine should be self-administered, if possible, under the supervision of an authorised adult.
- A written record of the date and time of administration must be kept.
- A staff member should not administer medication without the specific authorisation of the Board of Management.
- No staff member can be required to administer medicine or drugs to a pupil.
- In emergency the staff member should only do what is deemed necessary.
- In an emergency-situation, qualified medical assistance will be secured at the earliest opportunity.
- Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school.
- Written details are required from the parent/guardian to the Board of Management giving the following details:
 - Name of the child
 - Name and dose of medication
 - Whether the child should be responsible for his/her own medication
 - The circumstances in which medication is to be given by the staff members
 - Consent for medication to be given
 - When the parent is to be notified and where s/he can be contacted.
- Parents/Guardians are required to complete the relevant Administration of Medicines forms at the request of the school principal.

- It is the responsibility of the parent/guardian to check each morning whether the authorised staff member(s) is/are in school unless an alternative arrangement is made locally.
- Where children are suffering from life threatening conditions, 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.
- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.
- 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.
- A Pupil Profile Administration of Medicines information sheet will be retained and used by the school in the event of the administration of medicines. This information sheet will be approved by parents/guardians and used only for the purposes of the administration of medicines approved by the Board of Management as outlined in this policy. This information will be shared with relevant replacement teachers or SNAs in case of emergency. A copy will be stored with the relevant medicines in accordance with GDPR legislation.

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

First Aid Boxes:

A medical kit is taken when children are engaged in out of school activities such as tours, excursions, soccer blitz, etc.

First aid boxes containing essential supplies are stored in the following areas of the school:

- School office
- Kitchen located in the upstairs hall.

In addition to this, basic first aid kits are stored in each individual classroom to ensure quick access in the event of an emergency.

First Aid kits will be monitored and restocked at regular intervals.

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 parents/staff
- Ensuring the primary responsibility for administering remains with parents/guardians

Implementation:

The policy has been implemented since 2004.

Ratification and Review:

This policy was ratified by the Board of Management of All Saints National School on 19.5.04 and reviewed on 10.4.08, 4.06.14, 03.03.16, 26.02.2019, and 09.06.2022.

It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, and as required.

Signed: _____
Chairperson of the Board of Management

Signed: _____
Principal

Date: _____