Administration of Medicines Policy
Lackamore NS
Lackamore 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 complete a Health/Medication form when enrolling their child/ren in the school. 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.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of the teaching staff to do so. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines

- 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 quantity of prescription drugs

will be stored in the Office if a child requires self-administering on a daily basis 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 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 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 be a risk to the child (Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

The school will review arrangements for a pupil with a nut allergy at the beginning of each school year and whenever there is a change in the pupil's condition, medication or emergency plan.

If a pupil shows symptoms of anaphylaxis or another severe allergic reaction, staff will follow the pupil's individual emergency action plan and seek emergency medical assistance without delay. Where prescribed and authorised, emergency medication will be administered in accordance with the written emergency instructions. Emergency services should be contacted immediately where a severe reaction is suspected, and parents/guardians contacted as soon as practicable.

Children will be encouraged to follow good hand-washing practices, particularly before eating. Food sharing is not permitted. Staff will take reasonable care when supervising food-related activities, school trips, celebrations and other events where food is present.

The school will take reasonable measures to reduce exposure to nuts and peanuts. Parents/guardians are asked not to send nuts or products containing nuts/peanuts to school where this has been identified as necessary for the safety of a pupil. However, the school cannot guarantee that the premises will be completely free from all traces of nuts or peanuts.

The school will work with parents/guardians to develop an individual emergency plan for the pupil. Staff who may be responsible for the pupil will be made aware of the allergy, the signs and symptoms of an allergic reaction, the agreed emergency procedure and the location of emergency medication, while respecting the pupil's privacy.

Parents/guardians must provide the school with any prescribed emergency medication, including an adrenaline auto-injector where prescribed, together with clear written instructions from the parent/guardian and, where appropriate, the pupil's medical professional. Emergency medication must be clearly labelled, in date and readily accessible.

The school recognises that nut and peanut allergies can cause serious and potentially life-threatening allergic reactions. Where a pupil has a diagnosed nut or peanut allergy, parents/guardians must inform the school in writing and provide the relevant medical information and emergency action plan.

Nut Allergies

Guidelines for the Administration of Medicines

1. The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication. (Appendix 1, 2 or 3)
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school
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 (Appendix 4)
5. Parents/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. Parents 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
9. All correspondence related to the above are kept in the school.

Medicines

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
- 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 parents contacted
- It is not recommended that children keep medication in bags, coats, etc.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

Non-prescribed Medicines

- Parents are asked to try to ensure that non-prescribed medications are administered to the children before school if possible.
- In the event that it is not possible and a child requires non-prescribed medication during the day the following procedure applies:
    1. Parents must give the medication to a staff member who will place it in the fridge to be stored.
    2. A letter will be given to child's teacher stating the time and dosage.
    3. Children will be supervised while they self-administer the medication.
    4. If a child is unable to administer the medication themselves, a parent/guardian must come to the school to administer it. Staff members will not administer the medication.

School Doctor Dr Moroney
Contact Number 061378241

Emergencies:

In the event of 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 qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members 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 which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/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. Parents 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 parents/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.

A first aid box is kept in the staffroom containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

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

Ratification and Review:

This policy was ratified by the BoM in October 2018. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

Implementation:
It was last reviewed in April 2023 and is updated in September 2026.

Signed: Annemarie Eccle Date: 23/9/26.

Vice Chairperson, Board of Management

Appendix 1
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 required:

_____

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

_____

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.

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____

Appendix 2
Allergy Details

Type of Allergy:

_____

Reaction Level:

_____

Medication:

_____

Storage details:

_____

Dosage required:

_____

Administration Procedure (When, Why, How)

_____
_____
_____
_____
_____
_____

Signed: _____

Date: _____

Appendix 3
Emergency Procedures

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

Symptoms: _____
_____
_____
_____
_____

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

To include: ***Dial 999 and call emergency services.***
Contact Parents

I/We confirm that the emergency procedures above are accurate and that I/we have provided the school with the necessary information and medication. I/We will inform the school immediately of any changes to the child's medical condition, medication or emergency procedure.

Date: _____
Signature: _____
Parent/Guardian Name: _____

Appendix 4
Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition:

_____

Medication:

_____

Dosage Administered:

_____

Administration Details (When, Why, How)

_____
_____
_____
_____
_____
_____

Signed: _____

Date: _____

Appendix 5
Indemnity Form

Child's Name:

_____

Date of Birth: _____ Class: _____

Medical Condition / Allergy:

_____

Medication / Emergency Medication:

_____

I/We, the parent(s)/guardian(s) of the above-named child, request and authorise the Board of Management of Lackamore NS to permit designated school staff, where they have agreed to do so and where the Board has authorised the arrangement, to administer or assist with the administration of the prescribed medication/emergency medication in accordance with the written instructions supplied to the school.

I/We confirm that the information supplied to the school is accurate and complete and that the school has been provided with clear written instructions regarding the circumstances in which the medication should be administered, the dosage and the method of administration.

I/We understand that school staff are not medically trained and that staff members cannot be required to administer medication. I/We understand that the school will act in accordance with its Administration of Medicines Policy and the written emergency/medical plan supplied for my/our child.

I/We undertake to provide medication that is prescribed, clearly labelled, in date and replenished as necessary, and to inform the school immediately of any change to the medication, dosage, medical condition or emergency procedure.

To the extent permitted by law and subject to the school's policies and insurance arrangements, I/we agree to indemnify and keep indemnified the Board of Management, the school and staff members acting in accordance with the agreed procedures in respect of liability arising from the authorised administration of the medication, except where liability arises from negligence, wilful misconduct or any matter that cannot lawfully be excluded or indemnified.

I/We understand that this indemnity does not remove the school's duty to take reasonable care of my/our child and does not replace the requirement for appropriate emergency medical assistance to be sought when necessary.

Parent/Guardian 1 Name: _____
Signature: _____
Date: _____

Parent/Guardian 2 Name: _____
Signature: _____
Date: _____

Principal:

_____
Signature:

_____
Date: _____