



Administration of Medicine in School Policy

	Date
Initial draft	11/19
Staff Consultation	2/20
Parental Consultation	3/20
Ratified by BoM	3/20

Introduction:

This policy deals with the administration of medicines to pupils and the supervised self-administration by pupils of medicine, both in the school and off the school premises on school-related activities.

The Board of Management has a duty to safeguard the health and safety of pupils when in school or off the school premises on school-related activities. However, this does not impose a duty on teachers or non-teaching staff to undertake personally the administration of medicines to pupils.

Non-prescription medication is not permitted in school. Under no circumstances should any medication be placed in a child's schoolbag or lunchbox. The school cannot consider requests to administer antibiotics, throat spray, Calpol, etc.

Rationale:

Some pupils may suffer from conditions such as diabetes or anaphylaxis which require administration of medication at school. School will consider applications for administration of medicine in the 3 following situations:

1. Pupils who require regular medication such as those with chronic conditions or special needs.
2. Emergency treatment of a child with a chronic condition/allergic reaction such as anaphylaxis.
3. Pupils who suffer from asthma and need to use an inhaler/ventilating flask in school. He/she should be able to self-administer under adult supervision in so far as this is possible.

Parents must make it known to the school that their child has a condition which may necessitate the administration of emergency medication/treatment at school, on [acceptance of a school place](#) or once this need presents. They are asked to speak with the Deputy Principal (SEN coordinator) who advises on school policy/requirements and liaises with Board of Management and relevant staff.

Procedure:

1. Where a child requires medication at school as outlined in Rationale, the parents of the child complete the **Administration of Medication on School Premises Request Form** (Appendix 1) and return to the Deputy Principal who will forward to the Board of Management requesting the Board to authorise members of staff to administer the medication.
2. The Board examines and considers each request.
3. A letter from the treating physician outlining the nature of the condition and the procedures to be followed in the event of an emergency may be required by the Board.
4. If approved, Parents and Chairperson of the Board of Management sign the form.
5. A **Letter of Indemnity** (Appendix 2) must be signed by the parents in respect of any liability that may arise regarding the administration of medication.
6. The letters of request, information together with forms and letter of indemnity are filed in the 'Administration of medicine' file in the Red office. Information regarding condition and medication is also saved in the 'Medical information' section of the child's 'Aladdin' profile which is accessible to all staff working with the pupil. A list of pupils with known medical conditions will also be kept in the Red First Aid Folder in the First Aid Box, should an issue arise at yard time.

7. 2 members of staff are authorised by the Board of Management to administer emergency medication/treatment. This is advertised on the noticeboard on staffroom. A child's class teacher may also administer either in an emergency or on an ongoing basis once he/ she is comfortable with doing so.
8. It is the parent's responsibility to liaise with class teachers yearly regarding administration of medicine.
9. It is also a parent's responsibility to liaise with school staff to ensure that medication is carried by school staff **when leaving the school premises** e.g. school tours, sports events etc.
10. It is the parent's responsibility to supply medication and replace out of date medication. Unused medication will be sent home on the last day of the school year. New medication should be dropped into class teacher on the first day or to the Deputy Principal via Reception up to 3 days before school reopens at the start of each new school year. It is the parent's responsibility to dispose of used or out of date medication.
11. If it is necessary to administer medication in school, this will be logged on the **Record of Administration Form** (see Appendix 3) a digital version of which is available on 'Aladdin'. As soon as the medication has been administered and when child is stabilised, parents will be contacted. **In the event of an epipen/anapen being administered, an ambulance will be called immediately.**
12. At parents' request, where children have medical conditions that may require emergency measures, the child's photograph is displayed in the staff room and the condition is made known to staff members.
13. Where the Board approves a request for Administration of Medicine, it is expected that staff administer medication in accordance with this policy; they should exercise the standard of care of a 'reasonable and prudent parent'.

This procedure is reviewed annually or more often if required.

Nut allergies

As of January 2020, St Patrick's N.S aims to have all classrooms 'Nut Free', although we recognise that this is only possible with the cooperation of parents and pupils. Our 'Nut Free' rationale is outlined in the Healthy Eating Policy that is available on the school website. Parents and pupils have been informed of this request in December 2019 and will be reminded annually or more often if necessary via email and newsletters. Parents of children who may require medication such as an Epipen, should liaise with the class teacher in advance of any school outing to ensure that this medication is carried with them on the day.

Appendix 1
Administration of Medication on School Premises
Request Form

1. Name of child: _____

2. Address: _____

3. Date of Birth _____

4. Contact numbers _____

5. Class: _____

6. Teacher: _____

7. Condition, (which necessitates administration of medication) :

8. Family Doctor: _____

9. Phone No: _____

10. Will this medication be self-administered by pupil? YES NO

10. If the medication needs to be administered by school personnel, is any training needed in the administration of this medicine/treatment? YES NO

11. Request granted by Board of Management? YES NO

I/We request that the Board of Management authorise the taking of Prescription Medicine/emergency medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child. I/We understand that it is my/our responsibility to supply this medication to the school. I/We understand that we must inform the school/class teacher of any changes of medicine/dose in writing and that we must inform the class teacher each year of the prescription/medical condition. I/We understand that it is my/our responsibility to ensure that the medication is within date and to replace it following expiry. I/We understand that school personnel have no medical training and we indemnify the Board and the school staff from any liability that may arise from the administration of the medication.

Parent/Guardian

On behalf of the Board of Management

Signed _____

Date _____

Appendix 2 INDEMNITY

THIS INDEMNITY made the ___ day of _____ 20___

BETWEEN

_____ lawful parent of _____
(parent's name) (child's name)

(Hereinafter called "the parents") of the One Part **AND** for and on behalf of the Board of Management of St. Patrick's N.S. school situated at Diswellstown Lawn, Castleknock, Dublin 15 in the County of Dublin thereinafter called "the Board" of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of _____ a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition _____.
(name of condition)
3. The pupil while attending said school, may require, in emergency circumstances, the administration of medication, viz _____
(name of medicine)
4. The parents have agreed that the said medication may, 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:

In consideration of the Board entering into the with Agreements, the parents, as the lawful father and mother 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. Parents also hereby agree that it is the responsibility of the parent(s) to supply the medicine and replace it when the medicine goes out of date. Furthermore, parents hereby agree that should training be required in the administration of the medicine, they will inform the school in good time and assist the school in accessing the training.

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 in the presence of: _____.

SIGNED AND SEALED by the school in the presence of: _____.

Appendix 3 Record of Administration of Medicine

Note: Copy to be digitally saved on child's profile on Aladdin- this document is available as a template on Aladdin

Pupil's name:

Class Code:

Medication:

Date and Time	Dose of medication	Medication administered by	Other staff member/s present	Parents informed √	Follow up actions e.g. ambulance called in case of epipen/ anapen administration