

Annacurra N.S.

Administration of Medicine Policy

1.0 Introduction

The staff of Annacurra N.S. decided to review the earlier draft of this policy in order to follow best practice and procedures.

2.0 Rationale

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 medicines. Where life threatening illnesses require administration of medicine Special Needs Assistants are trained and authorised to do so following strict procedures and guidelines issued by the associated Medical Practitioners.

- 2.1 On submission of an Enrolment Form Parents/Guardians are requested to inform the Board of Management of Annacurra N.S. of any medical condition their child may have.
- 2.2 The Board of Management request parents to ensure the teachers are made aware in writing of any medical condition suffered by any children in their class.
- 2.3 Non-prescriptive medicines will not be self-administered in school without the written Consent of parents and the specific authorisation of the Board of Management.

3.0 Administration

- 3.1 The medicines must not be kept by the pupil but in a locked cupboard 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.
- 3.2 The medicine should self-administered if possible, under the supervision of an authorised adult.
- 3.3 A written record of the date and time of administration must be kept.
- 3.4 A staff member should not administer medication without the specific authorisation of the Board.
- 3.5 No teacher can be required to administer medicine or drugs to a pupil.

4.0 Regular Administrations

- 4.1 Parents of pupils requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in the school.
- 4.2 A written form of indemnity for staff will also be required.
- 4.3 Written details are required from the parent/guardian to the Board of Management giving
the 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 should be given by the staff member and consent for it to be given. Emergency contact numbers for the parents and at least one other emergency contact number must also be supplied. It is the parent's responsibility to check each morning that the authorised staff member is in the school unless an alternative arrangement is made locally.

5.0 Emergencies

- 5.1 In an emergency situation, qualified medical assistance will be secured at the earliest opportunity. Prior written parental consent for such assistance will be sought and approved by the Board of Management.
- 5.2 Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation with particular reference to what may be of risk to the child.
- 5.3 Each staff member is made aware in writing of procedures and protocols with regard to emergency situations and such protocols and procedures are outlined clearly on Office notice board and a hard copy is given to relevant staff members.
- 5.4 Parents are further required to indemnify the Board of Management and the authorised members of the staff in respect of any liability that may arise regarding the administration of prescribed medicine in the school. The Board of Management will inform the school insurers accordingly.
- 5.5 Where permission has been given by the Board of Management for the administration of medicines, 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.
- 5.6 Changes to medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in sorting and administration of a new medication.
- 5.7 Medication that is stored for use in emergency situations will be regularly checked to ensure it is still in date. (Special Needs Policy).

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

6.0 Procedures where incidents occur

6.1 Minor Injuries

- Teacher on First Aid Duty attends to the child and administers First Aid.
Plasters are attached where necessary to minor cuts after the wound has been washed with **water and tissue only**.
- 6.2 An ice pack wrapped in a light dampened cloth is applied to minor bumps and bruises.
 - 6.3 An ice pack is also applied to stings.

7.0 Major injuries

- 7.1 Contact parent/guardian and administer basic first Aid until parent arrives.
- 7.2 Contact medical services if required.
- 7.3 Keep a record in the Accident Book kept in the office. This record should be agreed and signed by parents. (Supervision Policy)
- 7.4 School Insurance company will be contacted.

8.0 Staff Training

Basic First Aid Training is arranged by the Board of Management for all Staff every 2 to 3 years and specific training is arranged and updated when and where required.

First Aid training was organised during Croke Park hours in October 2011 and provided by a member of the Irish Red Cross.

This policy is available for viewing in the School Office and a copy will be presented to the Parents' Association and a hard copy is available on demand.

This policy will be reviewed as and when necessary.

This policy was ratified by the Board of Management.

Reviewed in March 2016

Reviewed September 2020

Signed _____

Rev. John-Paul Sheridan

Chairperson, BOM.

Date _____