

# Procedures for the Administration of Medication and First Aid Ballina Primary School

## **INTRODUCTION:**

An Administration of Medication policy has been in existence in the school since 2016. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management on the 18<sup>th</sup> of July 2023.

## **RATIONALE:**

The policy as outlined was put in place to;

- clarify areas of responsibility.
- give clear guidance about situations where it is not appropriate to administer medicines.
- indicate the limitations to any requirements which may be notified to teachers and school staff.
- outline procedures to support pupils with chronic medical conditions (e.g. epilepsy, diabetes, allergies/anaphylaxis etc.) 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. Your child's health and safety are of prime concern to us and it is essential that parents and teachers work together for the good of the child in this regard.

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 (BOM) 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 or Special Needs Assistants (SNAs) to personally undertake the administration of medication or drugs.

## **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 Board of Management 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:**

**Under no circumstance will non-prescribed medicines be either stored or administered in the school e.g Calpol, Neurofen etc.**

Parents must ensure that teachers are made aware **in writing** of any chronic medical condition which their child is suffering from. For example, children who have epilepsy, diabetes etc. may have a seizure at any time and teachers must be made aware of the 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. This will be documented in the pupil's individual medical care plan.

Request for administration of medication should be renewed at the beginning of each school year.

In such cases, on the request of parents/guardians, and with the approval of the Board of Management, Special Needs Assistants or teachers may agree to administer medication to students. No staff member is required to administer medication to a pupil should they not wish to do so but may agree to do so upon request from the Board of Management/Principal. If a child needs to be given medication during the school day, there are two options in place:

1. The child's parent/ guardian may call to the school to administer the medication at appropriate times.
2. Otherwise, the following criteria must be adhered to:
  - The parent/ guardian of the pupil concerned should write to the Board of Management requesting the Board to authorise a member of staff to administer the medication.

- The written request should also include instructions of the procedure to be followed in administering the medication.
- The Board of Management having considered the matter may then authorise a member of staff to administer the medication.
- A Medical Care Plan will be drawn up with parents and the staff involved in the care of the pupil.
- In the event of the authorised person's absence, the Board of Management may authorise a second person to administer the medication.
- The Board of Management will seek an indemnity from the parents/ guardians in respect of any liability that may arise regarding the administration of the medication.
- An indemnity form is attached as per CPSMA, INTO and Allianz guidelines.

#### **Self- Administration of Medication:**

1. Parents/ guardians of the pupil concerned will write to the Board of Management requesting the Board to authorise a teacher or SNA to supervise the self-administration of medication.
2. The request must contain written instructions of the procedure to be followed in administering the medication and should contain the following (see attached "Request for Administration of Medication" form)
  - Child's full name and address.
  - The name of the medication to be administered.
  - The exact dosage and time of administration.
  - Signature of parents/ guardians.
3. Official indemnity for each child will be reviewed annually (at the beginning of the school year). (See Indemnity Form attached)
4. If a child in any class self-administers medication during the day, particulars on the amount of such medication and the time of administration should be attached to the teacher's desk in the event that he/she may be absent.
5. Parents are asked to ensure the safe delivery of medication to school staff directly. Children should not be asked to carry or deliver medication without discussing this with the Principal or Deputy Principal.
6. Parents/ guardians are responsible for the provision of medication and should keep account to ensure that medication is available.
7. Parents/ guardians must ensure that all medication is in-date and effective.
8. Any medication remaining at the end of the year will be returned to parents.
9. Parents/guardians must clearly mark inhalers with the child's name and dosage. These must be stored in the child's schoolbag in a securely labelled lunchbox.
10. Some prescription medication may be stored in the Administration Office if a child requires self-administering on a daily basis and the parents have requested storage facilities. These storage arrangements must be agreed with the Principal or Deputy Principal and may be subject to change at any time. No medication can be refrigerated on a long-term basis.

11. Parents/ guardians are responsible for the provision of medication and notification of change of dosage.
12. Children should not keep medication in bags, coats etc.
13. Where possible, parents/ guardians should arrange for the administration of prescribed medicines outside of school hours.

**Teacher/ SNA to administer medication:**

1. Parents/ guardians must request for administration of medication and this should be renewed at the beginning of each school year.
2. The request must contain written instructions of the procedure to be followed in administering the medication and should contain the following (see attached "Request for Administration of Medication" form)
  - a. Child's full name and address.
  - b. The name of the medication to be administered.
  - c. The exact dosage and time of administration.
  - d. Signature of parents/ guardians.
3. Official indemnity for each child will be reviewed annually (at the beginning of the school year). (See Indemnity Form attached)
4. The parents/guardians must inform the class teacher/office each year of the medical condition and prescription details.
5. A record of administration will be kept in the office.
6. The parents/guardians must undertake to inform the class teacher/office of any change in medication or dosage. Where there are changes in dosage or time of administration, parents/guardians should fill out a new copy of the "Request for Administration of Medication" form requesting these changes.
7. Parents/guardians are responsible for the provision of medication and should keep account to ensure that medication is available.
8. The parents/guardians must ensure that all medication is in-date and effective.
9. The children will be supervised by an appropriate member of staff appointed by the Board of Management to take this medication at the time specified on their "Request for Administration of Medication" form and agreed Medical Care Plan.
10. A member of staff must not administer medication without the specific authorisation of the Board of Management.
11. Medication will be administered in accordance with agreed procedures approved by the Board of Management and in line with the information contained within the pupil's Medical Care Plan.
12. In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent. Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and clearly followed. A record is kept each time the medication is administered signed (with date, time and dosage) by the staff member who administers the medication.
13. Medication should be administered at the exact time and dosage as specified by physician.

14. The Board of Management reserves the right to withdraw authorisation if it feels that the administration of medicine in a particular case has become too onerous for staff.
15. Each medical case must be treated individually, and as new medical conditions arise in the school, the relevant procedures and precautions will be implemented and added to this policy. These will take the form of Protocols for each condition to support staff in managing the condition in school.
16. Parents/ guardians are asked to ensure the safe delivery of medication to school staff directly. Children should not be asked to carry or deliver medication without firstly discussing this with the Principal/ Deputy Principal.
17. A quantity of prescription medication may be stored in the Administration Office if parents have requested storage facilities.
18. For specific life-threatening conditions, parents/guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
19. Emergency medication supplied to the school must contain exact details of how it is to be administered.
20. In an emergency, qualified medical assistance will be secured at the earliest opportunity and the parents/ guardians will be contacted.
21. Any medication remaining at the end of the year will be returned to parents.

#### **Development and Management of Medical Care Plans:**

As outlined thus far, a Medical Care Plan will be developed collaboratively by school staff and parents/ guardians, to ensure that the pupil's condition, medical needs, medication, protocols for responding to their medical need and any emergency procedures are accurately documented. It is expected parents/ guardians will furnish the school with as much relevant information as possible to ensure the Medical Care Plan is comprehensive. Once the Medical Care Plan has been agreed and signed by parents/ guardians and the Principal/Deputy Principal/Assistant Principal, three copies will be made and distributed/ used as follows:

- Original – Office Medical Folder
- 1<sup>st</sup> Copy – Parents
- 2<sup>nd</sup> Copy – Class Medical File in Classroom (Red Folder)]
- 3<sup>rd</sup> Copy – Stored in Orange Medical Bag in Office Cabinet with Medication

Medical Care Plans will be updated annually, and the Assistant Principal (or his/her nominee) will retrieve all outdated copies and shred them to ensure only the most up-to-date copies are in circulation. As such, any changes to medical Care Plans must go through the Assistant Principal to ensure accuracy. It is expected that teachers will notify the Assistant Principal of any changes communicated to them by parents, so all copies can be updated simultaneously. For audit purposes, all older versions of Medical Care Plans will now be stored in a secured, OneDrive folder, with only hard copies of the most recent Medical Care Plans in physical circulation. It is expected that all teachers will return hard copies of the Medical Care Plan to the Assistant Principal at the end of the year, having had a hand-over

discussion with the pupil's teacher for the following academic year about the procedures in place for managing the condition in school.

#### **Medication Storage in School:**

As highlighted previously, some chronic conditions may require the storage of medication onsite for routine or emergency purposes.

In instances where medication (like an inhaler) must travel to and from school with the child, these must be stored in the child's schoolbag in a securely labelled lunchbox.

When a request has been made for storage of medication in school, and approved by the Principal/BOM, except in exceptional circumstances, this medication will be stored in a central location in the school. All medication will be stored in an orange medical pack, along with the pupil's Medical Care Plan, and checked monthly by the Assistant Principal (or his/her nominee) to ensure medication is in-date. Where medication is approaching expiry, parents/guardians will be notified and required to provide new medication.

If a pupil who requires the use of medication attends outings from the school during the school day, the pupil's orange medical pack will travel with the pupil and be carried by a designated staff member.

#### **Staff Professional Development and Training:**

Staff training is an ongoing process in Ballina Primary School, for the four key chronic health conditions in schools, namely:

1. Diabetes
2. Epilepsy
3. Anaphylaxis
4. Asthma

Training is organised by the Assistant Principal (or his/her nominee) and staff attendance and training records are monitored by the in-school management team to ensure succession planning in supporting pupils with identified medical needs, and in coordinating future professional development needs of staff in relation to managing these conditions. Training is also provided for staff in relation to First Aid on a rolling basis.

### **NUT ALLERGY:**

*The following guidelines are in place regarding pupils with a Nut Allergy:*

1. Staff dealing with the pupil do not eat nuts or any item with nut trace.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.
4. All parents/ guardians are advised on enrolment and on each school newsletter that Ballina Primary School has a "nut free" policy.

*In the event a pupil with a nut allergy comes in contact with nut products, staff will follow the individual medical care plan as agreed with parents.*

## **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. In emergencies qualified medical treatment should be secured at the earliest opportunity.

Where a child has a fall/cut which is considered serious, an ambulance will be called. Where a child has a fall/cut which requires medical attention, and where it is safe to move the child, the parents/guardians will be contacted. Failing that, the child will be taken to the hospital as soon as possible by a staff member. Staff in the school will continue to try and contact the parents/guardians.

The school maintains an up-to-date register of contact details of all parents/guardians including emergency numbers. Parents/guardians are requested to ensure all phone numbers and emergency contacts are correct on the Aladdin system.

## **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 staff room and in Múinteoir Patricia and Laura's Classroom containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

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/guardians are expected to check under the plaster when the child returns home from school. If for any reason parents/guardians do not want school staff to treat cuts etc, please notify the school office or class teacher.

In the case of a child becoming ill at school, parents/guardians will be contacted. They will be notified if their child has any fall involving a bang on the head. Parents/ guardians are asked to ensure that emergency contact numbers are kept update on Aladdin for school staff.

## **REPORTING ACCIDENTS IN THE SCHOOL**

Minor cuts and abrasions will be treated as outlined under 'First Aid'. Incidents of a more serious nature will be recorded in the Accident Book.

## **INFECTION IN SCHOOL:**

Infections in school children 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 a notice on Aladdin. If parents/guardians discover that their child has an infectious disease, they are expected to inform the school immediately, especially in the case of an illness which may affect other children. Parents/guardians should keep their child away from school until he/ she is clear of infection and check with the GP when their child is fit to return to school. Head-lice infection is a regular problem in the classroom. If a pupil contracts head lice, parents/ guardians should keep the child at home until he/ she is fully clear of the problem.

## **GENERAL RECOMMENDATIONS:**

We recommend that any child who shows signs of illness should be kept at home; requests from parents/ guardians to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

## **ROLES AND RESPONSIBILITIES:**

The Board of Management has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication and First Aid. The Principal is the day-to-day manager of routines contained in the policy, with the assistance of all staff members. An Assistant Principal 2 is assigned to oversee the management of Medical Care Plans and this is a post of responsibility within the middle management structure in the school.

## **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
- Providing of positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

## **RATIFICATION AND REVIEW:**

This policy was ratified by the Board of Management on the 18<sup>th</sup> of July 2023. It will be reviewed regularly and especially in the event of incidents, or on the enrolment of a child/children with significant medical conditions.



**IMPLEMENTATION:**

The policy has been implemented since the 19<sup>th</sup> of July 2023.

Signed: Tom Moore  
(Chairperson Board of Management)

Date: 18/07/2023