

# KSP - Administration of Medication Policy

## Introduction

The Administration of Medication Policy should be read in conjunction with other relevant policies – e.g. Health and Safety Policy. Copies of this policy will be made available to each member of staff, to those responsible for after-school activities and to the members of the Board of Management. Copies are available on request to parents/guardians and will be made accessible on the school web-site.

## Policy Aims

The policy as outlined is in place to:

- Minimise health risks to children and staff on the school premises and when they are engaged in authorised school activities elsewhere
- To ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice
- Clarify areas of responsibility
- Provide a framework within which medication may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians
- To give clear guidance about situations where it is not appropriate to administer medication
- To outline procedures to deal with a pupil with a nut allergy and/or other allergies (shellfish, bee/wasp stings, etc.) in our school
- Safeguard school staff who are willing to administer medication
- Fulfil the duty of the Board of Management (BOM) in relation to Health and Safety requirements and Data Protection requirements.

## Rationale & Background

### Administration of medication at school should be kept to a minimum.

It is school policy that children who are acutely ill (e.g. suffering from vomiting bug/acute tonsillitis/infectious childhood illness) should not attend school until the illness has resolved. In the event of a child becoming acutely ill during the course of the school day, parents or emergency contacts will be notified to bring the child home to recuperate. Hence provision for administration of medication for acute illness in school is not deemed necessary and the family doctor should be asked to prescribe treatments (e.g. antibiotics) that can be taken outside school hours.

In line with the school ethos, children with chronic illnesses (such as asthma) are encouraged to engage fully in school activities. When administration of medication is required to facilitate a fully inclusive environment, every effort will be made to accommodate children's needs in line with the provisions below.

In emergency situations, qualified medical help will be obtained or the child will be brought to the local emergency department at the earliest opportunity.

In line with public health advice if a child tests positive for COVID-19 or has symptoms, they need to isolate until both apply:

They have not had a high temperature or other symptoms for 48 hours  
It's been 3 days since they developed symptoms

## **Responsibilities of the Board of Management:**

- The BOM has overall responsibility for the implementation, monitoring and review of the school policy on Administration of Medication.
- The Board of Management has a duty to safeguard the health, safety and welfare of children while engaged in school activities.
- The BOM may request appropriate teachers to volunteer, authorise them to administer the medication and arrange training if required. Where the above procedure is put in place, the BOM should give consideration to authorising multiple members of staff to administer the medication in the event that the regular teacher/SNA is absent from the school.
- The BOM will seek indemnity from parents/guardians in respect of any liability arising from the administration of medication.
- The BOM must determine, based on the information provided by the parents/guardians in “Request for Administration of Medication – Information and Consent” form (see Appendix 1), if the medication is such that a non-medical person may administer/supervise administration.
- All correspondence related to the above, including approved application forms will be maintained by the school, in a separate file, in accordance with Data Protection requirements.
- The BOM reserves the right, after due consideration, to refuse the request to administer medication.
- The Principal, as a nominee of the BOM, may exercise the duties of the BOM as set out within this policy at her discretion.

## **Responsibilities of School Staff:**

The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members.

- Teachers/SNAs in the school will administer prescribed medication only when arrangements have been put in place and the necessary forms (as specified in the appendix) have been completed.
- A teacher/SNA should not administer any medication without the specific authorisation of the Board of Management or Principal as nominee of the Board.
- In administering medication to pupils, teachers/SNAs should exercise the standard of care of a reasonable and prudent parent.
- Teachers/SNAs are not obliged to personally undertake the administration of medications to a pupil. They may, at their own discretion, agree to administer certain medication or procedures and any teacher willing to do so works under the controlled guidelines (as outlined in Appendix 45 CPSMA Handbook 2007).
- Where a child may require medication, ideally a minimum of three staff members who are willing to administer this will be identified to ensure cover during sick leave, course days, etc. (This will often but not always include the class teacher.) In the event that this is not possible, the Principal will discuss alternative options with the child’s parents/guardians. Parents will be informed of staff members who have agreed to administer the medication in question.
- Emergency Medication (e.g. adrenaline auto-injector) will be stored in a wall mounted first-aid box in the school office and also in the class teacher’s drawer or, if appropriate, in the staffroom fridge (e.g. insulin, etc.).  
Each medication will be stored in an individual sealed container, labeled with the child’s name and with appropriate instructions.

- The First Aid kit taken by the supervising teacher when children are engaged in out of school activities such as tours, football/hurling games and athletic activities should include relevant emergency medication.
- When medication is administered by staff to treat an emergency (e.g. allergic reaction, asthma attack, seizure, hypoglycaemia, etc.), the child's parents/guardians will be notified, as soon as is reasonably possible, by telephone. An incident form will be completed and a copy will be stored in the Administration of Medication file.

## **Responsibilities of Parents/Guardians:**

### **A. For children suffering from life-threatening condition**

It is the **annual responsibility** of the parents/guardians to

- Request the BOM to authorise teachers to administer the appropriate medication. They must complete and submit a "Request for Administration of Medication – Information and Consent" form (Appendix 1) and Indemnity Form (Appendix 2).
- Provide a letter from a doctor, supporting the specific request for administration of medication, such letter to include details of dosage and mode of administration.
- Provide all relevant information to the school, in particular
  - The relevant risk factor(s) for the child
  - The possible symptoms to watch out for in order to ensure that appropriate persons may give treatment.
  - The actions to be taken in a relevant emergency situation
- Ensure that all the information on "Request for Administration of Medication – Information and Consent" form is kept up to date (especially contact information or any change in medication/dosage)
- Provide the relevant medication required by their child in an appropriate storage container, with if necessary exact details of how to administer, and ensure that:
  - This medication has not passed its expiry date
  - An adequate supply of medication is in stock
- Arrange for the safe disposal (usually by returning to the pharmacy), in the event that medication passes its expiry date without being used.
- Renew arrangements for administration of medication at the beginning of each school year, including the sharing of information as soon as possible with the new class teacher. The "Request for Administration of Medication – Information and Consent" form (see appendix 1) must be resigned/dated annually.

### **Medical Alert Systems:**

- A Medical Alert Card (see Appendix 3) is kept in the teacher's desk so that a substitute teacher will be made aware of a pupil's medical condition in that class. This card will follow with the child from year to year. There will be a label attached to the teacher's desk to alert visiting staff to the location of the card. It is the responsibility of the parents/guardians to provide an up to date photo and to ensure that this medical alert card is kept up to date.
- By parental request, there may also be a photo of the child in the staff room to indicate which child has the serious medical condition. It is the responsibility of the parents/guardians to keep this up to date.

- On the school information system, a specific symbol presented beside the child's name indicates that they have a serious medical condition. The symbol used by the Aladdin system in the K.S.P. is a red diamond.

#### **B. Self-Administration of Medication by Pupils:**

- Parents/guardians are obliged to notify the school **in writing** if medication is being administered by a child him/herself. This written notification needs to outline the medication being self-administered and when self-administration is scheduled/likely to occur.
- It is the specific responsibility of parents/guardians to instruct the child on the appropriate use and safekeeping of the medication
- The school accepts no responsibility for the self-administration of medication by pupils, except in the circumstance where by agreement between the school and the parents/guardians, the school facilitates the storage of such medication.

#### **Implementation:**

Detailed information for school staff to facilitate the safe and effective implementation of this policy is included in Appendix 1. Parents are invited to contact the Principal immediately if they have any concerns about the implementation of this policy in relation to their child's medication.

The policy will begin implementation on \_\_\_\_\_

#### **Ratification and Review:**

This policy was ratified by the Board of Management of the Kilkenny School Project N.S. on \_\_\_\_\_. The policy has been communicated to all staff and the policy will be published on the school website.

It will be reviewed in the event of:

- Feedback indicates that any aspect of the policy is causing a pupil or any other member of the school community undue distress.
- Enrolment of child/children with a significant medical condition with unforeseen complications.

#### **Success Criteria**

- Compliance with Health and Safety legislation and data protection legislation.
- Maintaining a safe and caring environment for children
- Feedback from parents/guardians.

**Appendix 1**

**Request for Administration of Medication – Information and Consent Form**

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(s):

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Describe Nature and Seriousness of Condition(s)/Reaction Level:

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Prescription Details:

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Storage details:

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Dosage required:

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Administration Procedure (When, Why, How)

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**Emergency Procedures**

In the event of \_\_\_\_\_ displaying any symptoms of his/her medical condition, the following procedures should be followed.

Symptoms:

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Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

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

**Contact Parents**

- I/We request that the Board of Management authorise the administration of emergency Medication during the school day as it is absolutely necessary for the continued well-being of my/our child.
- I/We understand that we must inform the school/Teacher of any changes of medication/dose in writing and that we must inform the Teacher each year of the prescription/medical condition.
- I/We understand that it is our responsibility to ensure the correct medication is provided to the school and that it is also our responsibility to replace (and safely dispose of) medication that has become out of date.
- I/We understand that this information will need to be shared with school staff and the schools insurer, in accordance with data protection legislation.
- I/We indemnify the Board from any liability that may arise from the administration of the medication (see indemnity below).
- I/We enclose the relevant letter(s) from doctor and/or pharmacist.

Signed \_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

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*For Office Use Only*

The following persons have consented, and are authorised by the Board of Management,  
to administer emergency medication to \_\_\_\_\_ (name of pupil)  
in accordance with the above agreement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the event of an extreme emergency, and /or when none of the above persons are available, the medication may need to be administered by another responsible adult.

**Appendix 2:**

**Indemnity**

This indemnity made the \_\_\_\_ day of \_\_\_\_ 20\_\_ between \_\_\_\_\_  
Lawful father and mother/guardian(s) of \_\_\_\_\_ of \_\_\_\_\_ (hereinafter called "the parents") of the One Part AND for and on behalf of the Board of Management of Kilkenny School project situate at Springfield, Waterford Road, Kilkenny in the County of Kilkenny thereinafter called "the Board" of the Other Part.

**WHEREAS:**

1. The parents are respectively the lawful father and mother /guardian(s) of \_\_\_\_\_ a pupil of the school above.
2. The pupil suffers on an on-going basis from the condition known as \_\_\_\_\_.
3. The pupil while attending said school may require, in emergency circumstances, the administration of medication, viz \_\_\_\_\_.
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:

- (a) In consideration of the Board entering into the with Agreements, the parents/guardians 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/SNA and/or 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.

**Signed** \_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Parent/Guardian

**Date** \_\_\_\_\_

**Appendix 3:**

<b>Medical Alert Card</b>	
<p>_____ (photograph opposite) has the following serious medical condition(s):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Please refer to Principal for:</p> <ul style="list-style-type: none"><li>• Further details of medical condition(s)</li><li>• Symptoms to be aware of and watch out for</li><li>• the agreed actions if the administration of Medication is required</li></ul>	