



MAYNOOTH EDUCATE TOGETHER NATIONAL SCHOOL SICKNESS AND ADMINISTRATION OF MEDICINES POLICY

1 Background

In line with the school ethos, children with medical conditions are encouraged to engage to the maximum possible extent in school activities. When administration of medicine is required to facilitate inclusion of children with medical conditions, every effort will be made to accommodate the children's needs in line with the provisions below.

Administration of medicines at school should be kept to a minimum. Where possible, the family doctor should be asked to prescribe treatments that can be taken outside school hours.

The Board of Management has a duty to safeguard the health and safety of children while engaged in school activities. However teachers are not obliged to personally undertake the administration of medicines. They may, at their own discretion, agree to administer certain medicines or procedures. This will be arranged on a case-by-case basis.

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. In emergency situations, qualified medical help will be obtained or an ambulance will be called. Hence provision for administration of medicines for acute illness in school is not deemed necessary.

2 Aims

The aims of this policy are:

- To ensure that risks to the health of pupils and staff of METNS are minimized
- To ensure that the needs of children who require administration of essential medicines during the school day are met.
- To protect staff by ensuring that any involvement in administration of medicine comes with the specific authorisation of the Board of Management, specific instructions from parents/guardians and, where required, training for correct and safe administration of the medicine.

3 General Principles

Medicines can only be stored/administered in the school if approved by the Board of Management, following a written request from the parents/guardians.

The Board of Management cannot require teachers to administer medicines. However, the Board of Management will request appropriate teachers to volunteer, authorise them to administer the medicine and provide training if required.

Where a child may require medicine, 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.

In the event that staff members willing to administer the particular medicine cannot be identified, the Principal will discuss alternative options with the parent/guardian. The Board of Management must ratify any chosen course of action.

The Board of Management reserves the right to request written confirmation of medical advice from the child's doctor, including confirmation of the medicine dose and circumstances when it should be given.

Prescribed medicine will only be administered to the child for whom the administration was authorised by the BOM and for whom it was provided by the child's parents/guardians.

Arrangements for administration of medicine to each pupil will be reviewed at least annually.

Board of Management

The Board of Management approves and reviews this policy and evaluates its implementation.

Principal:

The Principal is responsible for:

1. implementation of this policy,
2. ensuring that the list of medicines authorised for administration (see 9.2 below) is up to date,
3. ensuring that the schools insurers are informed when the Board approves a new request from parents/guardians,
4. carrying an audit of the *Administration of Medicines Book* as per 10 below.

Teachers authorised to administer medicines:

In administering medication to pupils, teachers should follow written instructions provided to the school by parents/guardians and exercise the standard of care of a reasonable parent.

Teachers administering medicine are responsible for ensuring that records are kept and parents informed of each occurrence as specified under chapter 9 below.

Parents/Guardians:

It is the duty of parents/guardians to:

1. ensure that teachers be made aware in writing of any medical conditions suffered by their children. This information should be clearly recorded in the Pupil Data Sheet which parents/guardians complete and return to the school when they enrol

their child and, once the child attends the school, whenever there is a change in the child's medical condition;

2. keep an Administration of medicine book in their child's school bag and check it daily for notes regarding occurrences of administration of medicine;
3. ensure that an adequate supply of medicines approved to be administered for their child is in stock, and that the medication has not passed its expiry date;
4. dispose safely of medicines past their expiry date.

4 Sickness policy

Children who are acutely ill should not attend school until the illness has resolved and they are capable of full participation in class and school activities.

Children with infectious conditions such as vomiting bugs, chicken pox, diarrhoea, scabies or conjunctivitis should not attend school until the infectious period has passed.

Children with broken bones or sprains should attend school. Children will be accommodated according to the needs presented.

Parents/guardians should inform the Principal/class teacher if their child has been infected with head lice so as the school can tackle the problem collectively and quickly.

Rules for notification of the school in case of children's absences, including absences due to sickness, are set in the school's Positive behaviour policy available on the school website or from the school secretary.

5 What to do if your child might require administration of medicines?

If a child has a medical condition which requires administration of medicines, parents/guardians are required to follow the steps outlined below.

1. Parent/guardian submits our Request for Administration of Medicines Information and Consent Form to the school principal. This form is available from the school website or from the school's secretary.
2. Principal after consultation with teaching staff forwards the request to the Board of Management for consideration with recommendations.
3. The Board of Management decides whether the request can be facilitated and informs the parent/guardian of its decision by letter. The Board of Management reserves the right, after due consideration, to refuse the request.
4. A Letter of Approval informs the parent/guardian that the Board of Management agrees to facilitate the administration of the medicines. It also names the staff members authorised to administer the medicines. This approval will be subject to the parent/guardian signing our Administration of Medicines in Schools Indemnity Form.

5. Parents/guardians will supply the medicines in a container labelled with the child's name, name of the medicines and the dosage to the school. Where required, the medicines will also have to be carried in the child's school bag (such as for instance Anapen).
6. Parents/guardians will supply a notebook labelled Administration of medicine book and with the child's name, to be kept in the child's school bag.
7. The Board of Management notifies the school's insurers.

6 What to do if there is a change in medication and/or dosage?

The Principal must be informed immediately of any change in medication and/or dosage in writing. Parents/guardians will be asked to update the Request for Administration of Medicines – Information and Consent form. Parents/guardians will also be responsible for updating of the information about the dosage on the container with the medicines.

A change in dosage of the same medicine does not require notification of the Board of Management. The Principal will ensure that staff authorised to administer the medicine to the concerned child is informed and that instructions/records kept in the school are updated.

If there is a change in medicine, all steps described above in chapter 5 will be followed.

7 Self Administration

Where possible, medicines should be self-administered by the pupil under adult supervision. It may be appropriate for an older child to retain medicines in their own possession, and take responsibility for self-administration (eg: an older child who would normally carry and use their own inhaler). A written request to the BoM together with documentation outlined above is still required.

Under these circumstances, the school will not maintain records of use of the medicine use. Because there will be no records of the administration of such medicines and because it is possession of the child, staff and Board of Management cannot be held responsible if medicine is lost or misused.

8 Storage of Medicines

Medicines will usually be stored in the school office. However, where this should pose a hazard (eg: inhalers or adrenaline autoinjector which may be required urgently) medicines will be stored in a container labelled with the child's name, name of the medicine and dosage in the staff room.

When required, medicines will also have to be placed in the child's school bag, where it will also be kept in a container labelled with the child's name, name of the medicine and dosage.

9 Records and Notification of Parents/Guardians

9.1 Occurrences of Administration of Medicines

The teacher who administers the medication will ensure that a record is kept and parents/guardians informed. A written record of all occurrences of administration of medicines by authorised teachers will be kept in Administration of Medicines Book which will be kept in the school office.

A triplicate book will be used for keeping records of instances when a medicine was administered. When a medicine is administered an entry will be made (one entry per page). Each entry will include:

- date and time,
- name of child,
- medicine and dose administered,
- reason for administration,
- name and signature of the person administering,
- any additional comments as necessary.

Each entry will be counter-signed and dated by either Principal or Deputy Principal.

The original will remain in the Administration of Medicines Book, the first copy will be sent to parents stapled in the child's Administration of medicine book and the second copy will be kept in the pupil's file. The staff member administering the medicine is responsible for ensuring that records are kept and communicated to parents/guardians as specified above. It is the parents'/guardians' responsibility to check for such a record in their children's Administration of medicine book.

When a medicine is administered by staff to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycaemia, etc), parents will also be notified by telephone.

9.2 Medicines Authorised for Administration to Children by Teachers

A list of medicines authorised for administration by teachers will be kept in the school office. One entry per child and per medicine will be kept and will include:

1. Medicine
2. Name of child
3. Teachers authorised to administer the medicine
4. Date of BOM approval
5. Date when authorisation expires

The Principal will ensure that the list is kept up to date.

10 Implementation

The Principal is responsible for implementation of the policy. The policy will be fully effective from 3rd May 2011.

Parents/guardians 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 Principal will audit the Administration of Medicines Book at least once per term to ensure that the actual administration of medication complies with the information on the Request for Administration of Medicine – Information and Consent form, and will inform the Board of Management of the result.

11 Related Documents

11.1 Selected External Documents

1. CPSMA Handbook 2007, Appendix 45 "Teachers and administration of medicines in schools"

11.2 Internal Documents

1. METNS Health and Safety Statement
2. METNS Positive Behaviour Policy

12 Plan for Reviewing the Policy

The policy will be reviewed regularly in consultation with the Parents Association.

The policy will be reviewed without delays if:

- A clinically significant discrepancy is identified between the medication administered and that authorised on the relevant "Request for Administration of Medicine – Information and Consent" form.
- Feedback indicates that any aspect of the policy is causing a pupil or any other member of the school community undue distress.

Any training needs arising from implementing such a policy will be addressed.

Approved by the Board of Management

Date: 9th March 2011

Signature:

