



Scoil Chlíodhna CNS



Scoil Chlíodhna Community National School (CNS), Carrigtwohill GAA, Carrigtwohill, Co. Cork.

Administration of Medication Policy

Introduction

This policy was reviewed by the Board of Management of Scoil Chlíodhna CNS in December 2021. The policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation.

The Board of Management requests parents to ensure that staff members are made aware, in writing, of any medical condition suffered by their child. This information should be provided at enrolment, in the annual medication survey or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets and sprays prescribed by a medical professional. Prescribed medication will only be administered to the child for whom it has been prescribed, in line with current legislation.

Aims

The aims of this policy are:

- To ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice.
- To ensure compliance with relevant legislation.
- To protect staff by ensuring that any involvement in medication administration complies with best practice guidelines.
- To ensure that the appropriate procedures are followed by parents/guardians, management and staff members.

Rationale

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 medications. It is school policy that children who are acutely ill should not attend school until the illness has resolved. In the event of a child becoming acutely ill during 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 the child will be brought to the local emergency department at the earliest opportunity. Where possible, the family doctor should be asked to prescribe treatments that can be taken outside of school hours. Hence provisions for the administration of medicine for acute illness in school is not deemed necessary and therefore, not included within this policy. Parents/guardians are asked to provide at least two emergency contact numbers at the start of each school year. It is the responsibility of

the parents to ensure these numbers are updated as necessary through the school Aladdin App. These numbers are available at all times in the school secretary's office, on the Aladdin App and on the child's medication container. In line with the school ethos, children with chronic illnesses are encouraged to engage fully in school activities. Administration of medication at school should be kept to a minimum.

Procedures to be Followed for Children who Require the Administration of Medication

Non-prescription medication will not be stored or administered in the school. Students are not permitted to carry non-prescription medication in school and such medications will be confiscated for secure retention and disposal by parents/guardians who will be contacted.

Prescription medication can only be stored/administered in the school following a written request for the parents/guardians to the Board of Management. This letter should request the Board of Management to authorize teachers to administer the medication. In doing so, the Board of Management must determine if the medication is such that a non-medical person may administer/supervise administration. Please note the Board of Management cannot require teachers to administer medication. However, the Board of Management may request appropriate teachers to volunteer, authorize them to administer the medication and arrange training if required. The Board of Management reserves the right, after due consideration, to refuse the request to administer medication. The Board of Management also reserves the right to request written confirmation of medical advice from the child's doctor, including confirmation of the medication dose and circumstances when it should be given.

The letter requesting administration of medicine must be accompanied by the "Request for Administration of Medication – Information and Consent" form (see Appendix 1), summarising essential information to enable training of teachers and safe administration of the medication. This form includes the child's name, date of birth, weight, name of medication, condition for which the medication is required, other medication the child takes regularly outside school, allergies, medication dosage, circumstances under which it should be administered, ability of child to self-administer the medication, as well as emergency contact information. Consent for information concerning the need for medication administration to be shared with school staff and the school's insurers is also included. The aforementioned details will be listed clearly on a unique Medical Alert Card which will be hung in the staff room and in the child's classroom. This will provide the critical medical information in an easily accessible and clear way in the event that medical assistance is required for the child. Parents will also be asked to provide a signed indemnity form (see Appendix 2a and 2b). Where a child may require medication, ideally a minimum of two staff members who are willing to administer this will be identified to ensure cover during sick leave, EPV days, etc. This will often, but not always include the class teacher. Parents will be informed of staff members who have agreed to administer the medication in question. In the event that staff members willing to administer the particular medication cannot be identified, the Principal will discuss alternative options with the child's parents/guardians.

If the Board of Management agrees that the medication can be stored and administered in school, it is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock, and that the medication has not passed its expiry date. It is the responsibility of the parents/guardians to ensure that medication is replaced in advance of the expiry date if this should occur during the school year. School staff are not responsible for ensuring that medication has not passed its expiry date. In the event that medication passes its expiry date without being used, the child's parents/guardians will take responsibility for its safe disposal (usually by returning to the pharmacy). In the event of medication being unused when the school closes for the summer holidays, parents can request the return of the medication

and a new supply of the medication must be given to the school Principal in advance of the child's return to school in September.

Where possible, medication should be self-administered by the pupil under adult supervision. However, if authorisation is given by the parent/guardian for staff to administer medication, the parent/guardian must identify if a medical professional is required to train the relevant staff members at the beginning of each school year. In the event that parents state that a medical professional is not required to train staff on the administration of medication for their child, parents/guardians are required to physically meet with the relevant staff members to provide verbal clarification of how and when to administer the medication when required. This should occur at the beginning of each school year due to staffing changes. The names of the trained staff members will be stated on the child's Medical Alert Card stored in the Staff Room and the child's classroom.

The Principal must be informed immediately of any change in medication and/or dosage in writing. A change in dosage of the same medication does not require notification of the Board of Management. However, a change in medication will require a new notification of the Board of Management as outlined in paragraph 3. In either case, the "Request for Administration of Medication – Information and Consent" form will need to be updated.

If it is authorised and accepted that the medication can be stored and administered in school, it will be stored in a secure location, usually in a locked cabinet in the school office, where access can only be obtained by a responsible adult e.g. teacher, SNA, etc.. However, where this should pose a hazard (e.g. inhalers or adrenaline autoinjector which may be required urgently), the medication can be securely stored in a sealed, transparent, unbreakable container in the child's classroom. The container must be labelled with the child's name, expiry date of medication, dosage, circumstances under which it should be administered and consent of the parent/guardian to self-administration or authorisation of administration by an adult. **IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO ENSURE THAT THE DOSAGE NOTED ON THE CONTAINER IN WHICH THEIR CHILD'S MEDICATION IS STORED IS ALSO AMENDED.**

A written record of all medication administered in the school will be maintained in the school medication log in the Principal's office. When medication is administered by staff to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycemia, etc.), parents will be notified by telephone. It will then be logged on the child's Aladdin file. When administration is routine, a notebook will be assigned for the written account of each administration, including date, dosage, reason for dosage and name of whom it was administered by. It may also be deemed more appropriate that a e-document be created on Aladdin. It is the parents'/guardians' responsibility to check for such a record.

Under certain circumstances, it may be appropriate for an older child to retain medication in their own possession, and take responsibility for self-administration (e.g. an older child who would normally carry and use their own inhaler). A written request to the Board of Management together with the documentation outlined in paragraph 3 is still required. Under these circumstances the school will not maintain a record of medication use. As there is no record of the administration of such medication and because school representatives will have no involvement in respect thereof, staff cannot be held responsible if it is lost or misused.

Arrangements for administration of medication to each pupil will be reviewed on a case by case basis at least annually. This will occur through an annual Google forms survey sent to all parents with the aim of obtaining up to date information about prescribed medication.

Implementation:

Detailed information for school staff to facilitate the safe and effective implementation of this policy is included in Appendix 3. Detailed information regarding the role and responsibilities of parents in aiding the successful implementation of this policy are outlined in Appendix 4.

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.

Success Criteria:

The Principal will audit the medication notebooks or e-document on Aladdin (whichever is in use), at least once a term to ensure that the actual administration of medication complies with the information on the "Request for Administration of Medication – Information and Consent" form.

Feedback from parents/guardians will be carefully considered by the Board of Management.

Timeframe for Implementation:

Early review will be undertaken if:

A clinically significant discrepancy is identified between the medication administered and that authorised on the relevant "Request for Administration of Medication – Information and Consent" form.

Feedback indicates that any aspect of the policy is causing a pupil or other member of the school community undue distress.

Ratification and Review:

This policy was ratified by the School Manager in August 2016. It was reviewed in December 2021 by the Board of Management

Communication:

The policy has been made available to school personnel via the school website (www.scoilchliodhnacns.ie). A copy of this policy will be made available to the Department of Education and Skills and the patron (Cork ETB) if requested.

Liam Ahern

Teresa Coughlan

Signed:

Liam Ahern, Chairperson

Teresa Coughlan, Principal

Date:

9th December 2021

9th December 2021

Appendix 1: Request for Administration of Medication – Information and Consent

Child's Name: _____

Address: _____

Date of birth: _____

Weight: _____

Name of medication: _____

Dosage: _____

Storage details: _____

Condition for which medication is required: _____

Under what circumstances should medication be given:

Instructions for administration:

Other medication being taken: _____

My child CAN/CANNOT self-administer this medication: _____

So the staff are aware of how to administer the medication correctly, I will demonstrate/a trained professional will demonstrate how to administer (circle one)

GP Name: _____ Phone Number: _____

1st Emergency Contact: _____ Mobile: _____

2nd Emergency Contact: _____ Mobile: _____

I consent for staff members in the school to administer/supervise administration of _____, in dosage of _____, to my child _____ under the circumstances outlined above.

I understand that information about my child's medical treatment will be shared with school staff. And in the event of an emergency with the GP and other medical personnel. I also consent to the disclosure of this information to the school's insurer's if required.

Signed: _____ Print Name: _____ Date: _____

Signed: _____ Print Name: _____ Date: _____

Appendix 2a: Letter of Indemnity (if teacher administration required)

- I/We request that the Board of Management authorise the taking of prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our child.
- I/We understand that the school has limited facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in as required. In the event of certain specific medicines being stored, the expiry date is the responsibility of the parents.
- I/We understand that we must inform the school Principal of any changes of medicines/dose in writing and that we must inform the Principal each year of the prescription/medical condition.
- I/We acknowledge that the above facility provided by the school is on a purely voluntary basis and without obligation whatsoever on the part of the school.
- I/We acknowledge that in the event that we state that the staff do not require professional training from a medical professional regarding administering the medication to my/our child, I/we will personally meet with the relevant staff and demonstrate how to administer the medication.
- In consideration of the school facilitating me/us as stipulated in paragraph 1 above, I/We hereby indemnify the Board of Management of Scoil Chlíodhna Community National School in respect of all losses, claims, demands, actions or proceedings whatsoever arising under any statute or common law in respect of personal injury or injury of any nature whatsoever arising out of or in the course of or caused directly or indirectly by the storage of the said medicine by or at school and/or the administration or failure to appropriately administer the said medication to my/our child.
- I/We understand that no school personnel have any medical training and we indemnify the Board of Management from any liability that may arise from the administration of the medication.

Signed: _____ Parent/Guardian

Print Name: _____

Date: _____

Signed: _____ Parent/Guardian

Print Name: _____

Date: _____

Appendix 2b: Letter of Indemnity (if child can administer themselves)

- I/We request that the Board of Management authorise the taking of prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our child.
- I/We understand that the school has limited facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in as required. In the event of certain specific medicines being stored, the expiry date is the responsibility of the parents.
- I/We understand that we must inform the school Principal of any changes of medicines/dose in writing and that we must inform the Principal each year of the prescription/medical condition.
- I/We acknowledge that I have shown my child how to administer the medication themselves and am aware that the responsibility of appropriate administration of medication lies with my child.

- In consideration of the school facilitating me/us as stipulated in paragraph 1 above, I/We hereby indemnify the Board of Management of Scoil Chlíodhna Community National School in respect of all losses, claims, demands, actions or proceedings whatsoever arising under any statute or common law in respect of personal injury or injury of any nature whatsoever arising out of the administration of medicine by the child.
- I/We understand that no school personnel have any medical training and we indemnify the Board of Management from any liability that may arise from the administration of the medication.

Signed: _____ Parent/Guardian

Print Name: _____

Date: _____

Signed: _____ Parent/Guardian

Print Name: _____

Date: _____

Appendix 3: Administration of Medications – Detailed Information for Staff

General record keeping:

- All forms and letters concerning administration of medication will be stored in the principal's office, in each pupil's confidential file. These records are stored in compliance with relevant data protection legislation.
- When a letter regarding a change in dosage or an updated "Request for Administration of Medication – Information and Consent" form is received, this will be stapled to the FRONT of the existing form, to ensure that the updated information is not overlooked.
- Any handwritten notes made on the "Request for Administration of Medication – Information and Consent" form to update it in line with written information provided by parents/guardians, will be initialled and dated.
- When an updated "Request for Administration of Medication – Information and Consent" form is received, the original will be retained, but will have a line drawn through it to indicate that it is now superseded.
- Responses from the Annual Google Forms survey will also be printed and kept in each pupil's confidential file.

Records of Medication Administration:

- When medication is administered in an emergency, an entry will be made on the child's Aladdin page. Each entry will include the date and time, name of child, medication and dose administered, reason for administration and the name of the person administering it. Medication which may be administered by staff regularly (e.g. insulin), can be recorded in a notebook kept in the child's classroom and must also include the date and time, name of child, medication and dose administered, reason for administration and the name of the person administering it.
- To facilitate compliance with documentation requirements, the AP2 post holder will ensure that included within each Medication box, is a reminder list outlining what details need to be recorded after each administration.

Staff Protocol for the Administration of Medication:

In the event of a medical emergency, it is required that prior to medication administration, that a trained staff member is identified immediately to administer the medication. Training in this case refers to either receiving explicit training from a medical professional or by the child's parent/guardian.

Before medication is administered the following is checked:

- Consent has been received from parent/guardian to administer medication
- Inform Parents of who the designated staff members chosen to administer the medication if needed
- Location of Medication
- The child's ID – match photo on Medical Alert Card with the child
- Prescribed dose on Plastic Box
- Expiry date of medication
- Written instructions of prescriber
- Any possible side effects

When administering medication, staff must confirm:

- That they have the correct medication along with identifying the correct child.
- The appropriate equipment is used to administer the medication e.g. dosing spoon/oral dropper. Measuring devices are thoroughly cleaned after each use.
- The school aged child's dignity and privacy are ensured as appropriate e.g. if the method of administering the medication is not orally.
- If there is any doubt about any of the procedures, the member of staff will check with parents/guardians or a health professional before taking further action.

After administration of medication:

- A phone call will be made to parent/guardian or the emergency contact listed stating that medicine was administered along with reasons for administration and dosage. In some cases, the emergency services may be required.
- The medication is returned to its appropriate storage and parents are informed if additional medication is now required for future incidences.
- Appropriate management or disposal of any equipment used in administration.
- The authorised person giving or supervising the medication administration will ensure that they document the precisely the essential information involving the administration of medication that just occurred. This will be filed on the child's Aladdin page. The following will be documented by the staff member administering medication:
 - Child's name
 - The date and time the medication was administered
 - Reason for administration
 - Dose of medication
 - Any side-effects or adverse reactions are recorded
 - Name of person who administered the medication
 - Following steps mentioned e.g. emergency services called/rang parents etc.

Appendix 4: Role and Responsibilities of Parents/Guardians in the Administration of Medications – Detailed Information for Parents

On enrolment, as parent/guardian of a child who requires medication to be administered in school, I am required to:

- Fill in 'Request for Administration of Medication – Information and Consent' attached in Appendix 1 above.
- Sign the 'Letter of Indemnity' form attached above in Appendix 2.

At the beginning of each school year, I am required to:

- Fill in the survey regarding the administration of medication which will be emailed by the school.
- Inform Scoil Chlíodhna of any changes to my child's medication dosage.
- Check dates on medication prior to giving them to school for safe storage.
- Check if the two emergency contact numbers on Aladdin are up to date.
- Contact the school if a medical professional is required to train staff on how to administer the medication. If a medical professional is not required, I am required to demonstrate in person to designated staff how to administer the medication annually.