



Kilnamona National School

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Kilnamona National School Administration of Medication Policy

Introduction

This policy was drafted by the Staff and Board of Management .

Rationale:

The policy as outlined was put in place to;

- a) Safeguard school staff that are willing to administer medication
- b) Ensure the strictest guidelines and controls are in place and that clear instructions are available to staff
- c) 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.

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
- Fulfill the duty of the BOM 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:

Parents/Guardians are required to inform the school at enrolment (or at any point throughout the school year if a child's medical condition changes) of any medical condition their child has or any medication the child needs to take. No teacher is

obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents/guardians of the pupil concerned have written to the BOM requesting the Board to authorise a member of the staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents/guardians in respect of any liability arising from the administration of medicines
- The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parents/guardians. Except for inhalers no medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents/guardians are responsible for the provision of medication and notification of change of dosage.

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. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents/guardians will be contacted as soon as practicable.

In addition, parents/guardians must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of 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/Guardians should also outline clearly proper procedures for children who require medication for life threatening conditions.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.

First Aid Boxes:

There is a first aid box in every classroom and in the office in the school. The boxes contain anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home.

De-fibrillator:

The school owns a de-fibrillator: this is stored in the administrative office. All staff have received CPR training and training in the use of a de-fibrillator. A separate policy on the use of a de-fibrillator is in existence.

Nut and Kiwi Allergies:

At present there are children attending school who are allergic to nuts, kiwi and sesame seeds. A pupil is also lactose intolerant. Medicine bags are stored in the respective classrooms and are brought everywhere the pupils go. Each medicine bag contains two epi-pens. Each teacher has a prompt sheet in their possessions in the event of an emergency.

All staff have been shown how to administer an epi-pen.

A training session for the use of an epi-pen was conducted by Dr. Hilary Morgan on the 21st September 2022 attended by:

Seán Crowe, Mairéad Vaughan, Mary McMahan, Kate Daffy, Bláthnaid McCaw and Emer O'Meara.

Roles and Responsibilities:

The BOM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Deputy Principal is the Safety Representative and the maintenance and replenishment of First Aid Boxes 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
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

Implementation and Review

This policy was ratified by the BOM in June 2012 and was implemented from that date. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

This policy was reviewed in November 2015.

This policy was reviewed in September 2022.

Ratification

This policy was ratified by the Board of Management on _____ .

Signed: _____ *David Casey* _____ Chairperson

Signed: _____ *Seán Crowe* _____ Principal

Date: _____ 22nd September 2022 _____