

# Broadford & Kilbane N.S.

## Administration of Medicines Policy

### **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:**

Broadford & Kilbane N.S. 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 regular administration has been agreed with parents/guardians

### **In –School Procedures:**

Parents are required to complete a Health/Medication form when enrolling their children in the school. 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 of the pupil concerned have written to the BoM requesting the Board to allow a member of the teaching staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school.
- 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 parent. 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 emergency medication and parents have requested storage facilities. Parents are responsible for the provision of medication.

**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 qualified medical treatment is not immediately available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay with two other pupils in the car. Parents will be contacted simultaneously. In addition, parents 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. In such situations a SNA or two other pupils will alert the nearest classroom teacher who will then get the emergency medicine from the first aid box in the office and bring it to the class teacher. An additional teacher or SNA will remove all children from the room and disperse into the nearest classroom. Two pupils will alert the Principal/other teacher who will then phone for an ambulance, alert the parents and provide any additional help to the situation.

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. 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:**

A first aid box is kept in the office containing 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; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school. Parents of any children who suffer from seizures, asthma etc are advised to attend swimming lessons with their child or any out of school activities with their child.

The BoM is at present considering including an Accident and Emergency Consent form in the General Medical form completed by each parent on the enrolment of their child.

**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. Ms Cara Roche is responsible for the maintenance and replenishment of First Aid Boxes.

**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

### **Ratification and Communication**

This school plan was implemented by the principal and staff and approved by the Board of Management of Broadford & Kilbane N.S. during the 2015-2016 school year.

**This policy is scheduled for review in the School Year 2017-2018**

Chairperson of the Board of Management: \_\_\_\_\_ Date: \_\_\_\_\_