

# St. Joseph's School

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## Administration of Medicines Policy

March 2021

### 1. Introduction

An Administration of Medicines policy has been in existence in St. Joseph's School since 2006. In December 2020, the Board of Management (BoM) initiated a review and update of this policy.

### 2. Rationale

The policy as outlined was put in place to:

- Clarify areas of responsibility with respect to the administration of medicines
- To give clear guidance about situations where it is/is not appropriate to administer medicines in school
- To indicate the limitations to any requests from parent(s)/guardian(s) which may be notified to school staff with respect to the administration of medicines in school
- To outline when and where medicines will be stored in the school
- To outline procedures to deal with pupils who have nut, or other serious allergies in our school
- To safeguard school staff who are willing to administer medication

### 3. **Aims of this Policy**

The aims and objectives of this policy can be summarised as follows:

- To minimise health risks to children and staff while on the school premises and while off the school premises on authorised school activities
- To fulfil the duty of the BoM in relation to Health and Safety requirements
- To provide a framework within which medicines may be administered in cases of emergency or in instances where regular administration has been agreed between the school and the parent(s)/guardian(s)

### 4. **General Recommendations**

The school recommends that any pupil who shows signs of illness should be kept at home. If your child falls ill during school hours, the school will contact one or other parent/guardian and they must organise for their child to be collected as soon as possible. Requests from parent(s)/guardian(s) for their child(ren) to remain indoors at break times are not encouraged, except in cases where a child is unable to take part in normal playtime activities (e.g. a child who has a limb in plaster).

The school maintains an up-to-date register of contact details, including emergency contact details, for all parent(s)/guardian(s) through the Aladdin school administration software. It is the responsibility of parent(s)/guardian(s) to inform the school secretary of any change to their contact details.

### 5. **Medical Conditions and Administration of Medicines**

#### ***In-School procedures and responsibilities:***

When the school is informed that a child has a medical condition, a member of the in-school management team (postholder) will contact the parent(s)/guardian(s) to gather all

the information on the medical condition and to discuss what actions may need to be taken in school.

The postholder will prepare a medical file on the child. The file will be stored in the postholder's classroom. A copy of this file will be stored in a locked press in the child's classroom.

The postholder will arrange to pass on the necessary information to school staff.

All medicine will be stored in a locked press in the child's classroom. The key for the press will be stored near the press, well out of reach of children.

A summary list of all pupils who may need medication (mainly EpiPens) will be compiled and updated as necessary. A copy of this list will be available at various locations in the school, where it can easily be accessed by staff.

The BoM will receive an annual update on the numbers of pupils who have medical conditions, and the nature of these conditions.

School staff have a professional duty of care to safeguard the health and safety of pupils, both when they are on the school premises and when they are engaged in authorised school activities elsewhere.

No teacher/SNA is obliged to administer medicine to a pupil. Any teacher/SNA who is willing to do so works under the controlled guidelines as outlined in this policy.

Whenever possible, the school advocates the self-administration of medicine by the child, under the supervision of an authorised staff member who will exercise the standard of care of a prudent parent (e.g. a child who uses an inhaler).

Where staff members agree to administer medicine to a child, a written record of the date and time of administration must be kept by the staff member who administers the medicine (Appendix 4). The record will be kept in the child's medical file in school.

*Parent(s)/Guardian(s) responsibilities:*

Parent(s)/guardian(s) should inform the school if their child has any medical condition or long-term health problem(s) when their child is enrolled in the school.

Where possible, the parent(s)/guardian(s) should arrange for the administration of prescribed medicines outside of school hours.

Prescribed medicines will only be administered, in school, after the parent(s)/guardian(s) of the pupil(s) concerned have requested in writing, through the in-school management team, that the BoM authorise the administration of the medication in school.

The request must contain all pertinent information in relation to the child's medical condition, including written instructions from the Doctor who prescribed the medicine, or the Pharmacist who dispensed it, of the procedure to be followed in administering the medication (reference Appendix 1, 2, 3).

Where authorisation has been given by the BoM for the administration of medicine, the medicine must be brought to school by the parent(s)/guardian(s), or a designated adult.

Parent(s)/guardian(s) are responsible for ensuring that any medication supplied to the school (including auto-injector pens) is within date. The medication must be supplied in appropriate containers for safe storage and with the name of the pupil clearly visible.

The onus is on parent(s)/guardian(s) to supply, maintain and replace all medication as necessary. Parent(s)/guardian(s) are responsible for the notification of any change of dosage.

Under no circumstance will non-prescribed medicines be either stored or administered in the school.

Pupils should not be permitted to bring any medicine to school or to keep medication on their person, or in their schoolbag.

All correspondence/information related to the above are stored in the child's medical file in the school.

## **6. Life-Threatening Conditions**

Where pupils are suffering from life threatening conditions, parent(s)/guardian(s) must clearly outline, in writing, what should also be done in a particular emergency situation (Appendix 3). A summary list of all pupils who may need emergency medication (mainly EpiPens), along with a list of instructions from the individual pupil's parent(s)/guardian(s) on what to do in the event of an emergency, will be compiled and updated as necessary by a member of the in-school management team (postholder). A copy of this list will be available at various locations in the school, where it can easily be accessed by staff.

## **7. Nut Allergies**

St. Joseph's is a 'Nut Free School'. The following guidelines are in place in the school:

- Parent(s)/guardian(s) are requested not to give their child(ren) peanuts/nuts in their lunch, not to give peanut butter or any spreads containing nuts and not to give bars which 'may contain traces of nuts'
- Staff are requested not to bring nuts or any item with nut traces to school

- Pupils are advised not to offer or exchange any foods, lunches etc.
- If going off-site e.g. school tour, medication must be carried at all times
- In the event that a pupil with a nut allergy comes into contact with nuts, the written instructions received from the parent(s)/guardian(s) will be implemented
- Only in the event of anaphylactic shock should the auto-injector pen (e.g. EpiPen) be administered. Before or immediately after the auto-injector pen has been administered, an ambulance must be called. Indicators of shock may include wheezing, swelling of the tongue, severe difficulty breathing, and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea

## **8. Emergencies**

In the event of an emergency, teachers/SNA's 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 an Accident and Emergency (A&E) Department without delay. Parent(s)/guardian(s) will be contacted simultaneously.

## **9. First-Aid Boxes**

A first-aid box is kept in the office and contains the essentials for in-school first aid.

## **10. Implementation**

The steps followed by the BoM to draw up this policy are as follows:

1. A standard DRAFT Administration of Medicines Policy for schools was sourced.

2. The DRAFT POLICY was amended by the BoM to take into account the existing Administration of Medicines (2006) policy, current practices and the particular requirements of St. Joseph's School.
3. Following consultations with both school staff and the Parent Association some recommendations for change were considered by the BoM.
4. This policy is in line with the [Schedule for Roman Catholic Schools](#)
5. This policy was ratified by the BoM at its' meeting on 22/03/2021.
6. This policy and its implementation will be reviewed by the BoM once in every school year.

**Signed:**

Margaret Brennan

**Margaret Brennan, Chairperson of the BoM**

**Date:**

22/03/2021

Pádraic Fay

**Pádraic Fay, Principal/Secretary to the BoM**

22/03/2021

**Appendix 1**

**Medical Condition and Administration of Medicines**

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:  
\_\_\_\_\_

Prescription details:  
\_\_\_\_\_

Storage details:  
\_\_\_\_\_

Dosage required:  
\_\_\_\_\_

Is the child to be responsible for taking the prescription him/herself?  
\_\_\_\_\_

Administration Procedure (When, Why, How):

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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 no long-term storage facilities for prescription medicines and that the prescribed amounts be brought in weekly. I/We understand that we must inform the school of any changes of medicine/dose in writing and that we must inform the school each year of the prescription/medical condition. I/We understand that no school personnel have any medical training.

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

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

Date: \_\_\_\_\_

**Appendix 2**

**Allergy Details**

Child's Name: \_\_\_\_\_

Type of Allergy: \_\_\_\_\_

Reaction Level: \_\_\_\_\_

Medication: \_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Administration Procedure (When, Why, How)

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 3**

**Emergency Procedure**

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

Symptoms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

