



Tel/Fax: 061 – 31 59 27  
Email: [info@smnslimerick.ie](mailto:info@smnslimerick.ie)  
Website: [www.smnslimerick.ie](http://www.smnslimerick.ie)  
Uimh. Rolla: 12834 S

## Administration of Medicines Policy

### Introduction

This Administration of Medicines policy was formulated and reviewed through a collaborative school process and ratified by the Board of Management (BOM) in January 2020.

### Rationale

The policy as outlined was put in place to:

- Clarify areas of responsibility
- Give clear guidance about situations where it is not appropriate to administer medicines
- Indicate the limitations to any requirements which may be notified to school staff
- Outline procedures to deal with a pupil with an allergy in the school
- Safeguard school staff that are willing to administer medication
- 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:

- Minimising health risks to children and staff on the school premises
- Fulfilling the duty of the BOM in relation to Health and Safety requirements
- Providing 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

Where applicable parents/guardians are required to complete an Administration of Medicine form (Appendix 1), Emergency Procedure Form (Appendix 2) & Medical Indemnity form (Appendix 3) when enrolling their child/ren in the school. This information will be recorded on the school's software system (Aladdin) and will be accessible to the relevant staff members. Parents/guardians will be asked to update if necessary Appendix 1 & 2 at their parent/teacher meeting each year. 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 parent.

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Saint Michael's National School, 11, Barrington Street, Limerick V94 A0K7

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 are responsible for the provision of medication and notification of change of dosage

- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- The Board of Management requests parents/guardians to ensure that staff be made aware in writing of any medical condition suffered by any child in their class.
- This does not imply a duty upon staff personally to undertake the administration of medicines or drugs.

### **Long Term Health Problems**

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of the parents/guardians. It would include measures such as self-administration, administration under parental supervision or administration by school staff.

### **Life Threatening Conditions**

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child (Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medication.

### **Guidelines for the Administration of Medicines**

1. The parents/guardians of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication. (Appendices 1 or 2)
2. Parents/Guardians must write requesting the Board of Management to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult.
4. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
5. Emergency medication must have exact details of how it is to be administered.
6. The BOM must inform the school's insurers accordingly.
7. Parents/Guardians are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
8. All correspondence related to the above are kept in the school.

### **Medicines**

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management.

- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA, if not the parent/guardian.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents/guardians contacted.
- It is not recommended that children keep medication in bags, coats, etc.
- Where possible, the parents/guardians should arrange for the administration of prescribed medicines *outside of school hours*.

**The following guidelines are in place with regard to pupils with an allergy**

1. All staff are aware of allergy
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.
4. All staff dealing with this child are aware of contents of procedures in Appendix 2
5. Class teacher will meet with parents/guardians in September to review procedures and update file as necessary

**School Doctor:** Dr Hanley  
**Contact Number:** 061- 314 810

**Emergencies**

In the event of an emergency, staff should do no more than is necessary and appropriate to relieve extreme distress or to prevent further 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, Staff members may take a child into Accident and Emergency without delay. Parents/Guardians will be contacted simultaneously.

The school maintains an up to-date register of contact details of all parents/guardians including emergency numbers. This is updated by each parent/guardian through the school's Aladdin Connect App.

**First-Aid Boxes**

A full medical kit is taken when children are engaged in out of school activities such as field trips, sporting fixtures and athletic activities.

A basic first-aid box is kept in each individual classroom containing antiseptic wipes, antiseptic bandages, sprays, steri - strips, cotton wool, scissors etc.

Further details on First Aid can be found in the Health and Safety Policy.

### **General Recommendations**

The BOM recommends that any child, who shows signs of illness, should be kept at home. Requests from parents/guardians to keep their child in at break times are not encouraged. A child, too sick to play with peers, should not be in school.

### **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.

### **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/guardians & staff
- Ensuring the primary responsibility for administering remains with parents/guardians

### **Ratification and Review**

This policy will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, not mentioned above as the need arises.

### **Implementation**

The policy has been implemented since January 2020.

*Signed: Niall Sloane*

*Chairperson, Board of Management*

*Date: 21<sup>st</sup> January, 2020*

**Appendix 1**  
**Medical Condition and Administration of Medicines**

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

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Diagnosed Medical Condition: \_\_\_\_\_

Prescription Details: \_\_\_\_\_

**Administration Procedure (When, Why, How)**

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

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

**Emergency Contacts**

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the child to be responsible for taking the prescription him/herself? **Yes**  **No**

**If so what Action is required?**

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

**Appendix 2**  
**Emergency Procedures**

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

- Symptoms:**
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_

- Procedure:**
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_

*To include: Dial 999 or 112 and call emergency services.  
Contact Parents/Guardians*

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

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

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

**Appendix 3**  
**Medical Indemnity**

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 facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/member of staff of any changes of medicine/dose in writing and that we must inform the member of staff each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board of Management of Saint Michael's N.S. 11 Barrington Street, Limerick, V94A0K7, from any liability that may arise from the administration of the medication.

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

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

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