



# Ennis National School Administration of Medication Policy

## Rationale

- That pupils are protected from misuse of medication
- That the Board of Management and staff are protected from litigation in case of misadministration.
- The parents are aware of their responsibilities and options, should their child require medication in school hours.

## Aims of this Policy

- To minimise health risks to children and staff on the school premises.
- 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.

## General

The school will strive to co-operate with parents as far as is reasonable in the administration of necessary medication to students. Parents must understand that teachers are not medically trained nor have any access to medical services (other than 999 emergency services), so the administration of medicine is done in the same way as a parent. This means that from time to time doses may be forgotten or administered later than the recommended time. Parents should let the school know in advance of the level of risk to the child if a dose is missed.

## Procedure

*At enrolment:* Parents/Guardians are required to complete the 'Request to the Board of Management of Ennis National School ADMINISTRATION OF MEDICATION' form when enrolling their child/children in the school. Information from the completed form will be assessed and a plan will be agreed for the child/children based on the assessment.

*At any other time after enrolment:* Parents/Guardians are required to complete the 'Request to the Board of Management of Ennis National School ADMINISTRATION OF MEDICATION' and given to the child's teacher. Information from the completed form will be assessed and a plan will be agreed for the child based on the assessment.

Parents also must ensure that relevant class teachers and staff are made aware in writing of any medical condition suffered by any pupil in their class.

Prescribed medicines (adrenaline, insulin etc) will be stored in the staffroom in the 'Pupil Medicine Board' out of reach of other pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day and will be kept in the classroom.

Antibiotics/cough bottles etc should not be sent to school to be administered if they can be taken at home later in the day.



### **Administration of medication for children with short term conditions:**

*A short term condition is one where the child is deemed healthy enough to attend school but is in need of some medication, (eg: antibiotics).*

- The Board of Management and staff will not accept responsibility for administering medicines to children with short term medical conditions.
- While it is hoped that parents would administer this medication at home, they may come into the school at pre-arranged times, to administer it. The school would not be responsible for storing this medicine.
- Non-prescription medicines will neither be stored or administered to pupils in school. The Board of Management has directed that under no circumstances should staff administer medication in relation to short term conditions.

### **Administration of medication for children with long term conditions:**

*A long term condition is one where the child is deemed healthy enough to attend school but is in need of regular medication.*

Conditions include Attention Deficit Disorder, Diabetes, Asthma, etc.

- Parents may come into the school at pre-arranged times, to administer appropriate medication.
- Parents who wish their child to bring medicine to school should complete the 'Request to the Board of Management of Ennis National School ADMINISTRATION OF MEDICATION' form. The form includes: Name, address and telephone number of the child; Emergency contact numbers or other contacts, if parents are not available; Storage requirements for the medication; written indemnity to the Board of Management in respect of any liability that may arise regarding administration of the medication.
- In the case of asthma, the child may administer his/her own inhaler provided parents have filled the form requesting the administration of medication. Inhalers should be labeled with the child's name and stored in the child's own classroom.

Administration of life saving medication for children (adrenaline, insulin etc)

- The school will store lifesaving medication (adrenaline, insulin) in the staffroom on the 'Pupil Medicine Board' out of reach of other pupils (note the staffroom is unlocked and all staff have access to it and administer it in an emergency).
- Parents whose child could require life-saving medication while at school must complete the 'Request to the Board of Management of Ennis National School ADMINISTRATION OF MEDICATION' form. The form includes: Name, address and telephone number of the child; Emergency contact numbers or other contacts, if parents are not available; Storage requirements for the medication; Written indemnity to the Board of Management in respect of any liability that may arise regarding administration of the medication; A letter from the family doctor stating the required procedures, should the medication be needed.
- If staff training is required, parents will be requested to come to the school to demonstrate the correct procedures or must arrange staff training in procedures of administration.
- It is the responsibility of parents to ensure there is a necessary amount of medication for the child when going on class outings and remind teachers to take the medication with them.
- The Board of Management before granting the request, will ascertain that enough teachers feel confident that, in an emergency, they can do what is required.



- Medication will be stored safely and out of reach of all children in the staffroom.
- Children requiring special procedures (such as the administration of oxygen, emergency epilepsy medication or asthma inhalers) must have “Emergency Plan Notices” which contain clear instructions from parents regarding the procedure or medication to be administered.
- Once medication has been administered, expert help will be sought for the child as soon as possible.
- If an ambulance is called, a member of staff (usually the Principal or Aisling Howley) will accompany the child in the ambulance to hospital.
- A record any incidences in which the medication has been needed will be recorded on Aladdin.

## Guidelines

In addition to completing the ‘Request to the Board of Management of Ennis National School ADMINISTRATION OF MEDICATION’ form, parents must arrange to meet the class teacher and outline clearly what can and can’t be done in a particular emergency situation, with particular reference to what may be a risk to the child. It is the responsibility of the parent/guardian to arrange this meeting each time the child moves to a new class level in the school or when a new teacher has been appointed to the child’s class. At this meeting, an ‘emergency plan’ may be agreed in accordance with the guidelines in the publication ‘Managing Chronic Health Conditions at School’. Changes in prescribed medication (or dosage) must be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.

Parents are responsible for the provision of medication and should normally keep account to ensure that medication is available and is in date.

Where there are changes in dosage or time of administration, parent/guardian must request these changes in writing.

## Policy Ratification

The policy was ratified by the Board of Management of Ennis National School at its meeting held on \_\_\_\_\_.



**Request to the Board of Management of Ennis National School  
ADMINISTRATION OF MEDICATION**

I wish to request that the Board of Management make arrangements to administer the following medication to my child during or outside of school hours. I have read the school's Administration of Medication Policy and agree to abide by its contents.

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

Child's Teacher: \_\_\_\_\_

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

What action is required: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Dose prescribed: \_\_\_\_\_

Time of dosage: \_\_\_\_\_

Storage of Medication details: \_\_\_\_\_

Is the child responsible for taking this medication themselves: \_\_\_\_\_

Level of risk to the child if dosage is missed? (e.g. low/high): \_\_\_\_\_

Emergency contact numbers: \_\_\_\_\_

Is an Emergency Plan required: (yes/no) \_\_\_\_\_

If yes please outline details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information:

\_\_\_\_\_

\_\_\_\_\_

(Please note that it is convenient for us if the medicine can be administered at 12.30)

I/we hereby indemnify the Board of Management and any authorised member of staff in respect of any liability that may arise regarding the administration of such medicines while our son/daughter is under the care and supervision of school staff.

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

Received by: \_\_\_\_\_

Assessed by: \_\_\_\_\_

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

*Where there are changes during the year of dosage or time of administration, an updated form must be sent into school*