

Policy on Administering Medication

Moycarkey N.S.

Introduction

While teachers in schools act in 'loco parentis', there is no obligation to either administer medicines regularly or to supervise children taking them. Teachers generally do their utmost to make provision for children who are ill, but ultimately would not do so if this in any way jeopardized the safety and welfare of any child in their care. Teachers will always be prepared to help when an accident or emergency situation arises — by contacting parents / guardians or by calling a doctor or ambulance. The aim of this policy is to clarify areas of responsibility and to lay down procedures for administering medication to children.

The Board of Management and 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. This does not imply a duty upon teachers personally to undertake the administration of medication. Indeed, it is important that teachers do not take responsibility for administering any medication which, if administered incorrectly or for other reasons, could have a damaging effect on a child.

Procedures

It is the policy of Moycarkey N.S. that children who have short term illnesses, such as colds and flu, should not be in school. Children returning to school after such illnesses are allowed to stay in the sick bay area during lunch breaks but only if parents / guardians request this course of action in writing.

We recognise that it is desirable for children with long term recurring health problems, such as asthma, epilepsy, diabetes and anaphylaxis to be accommodated within school in order that they may continue their education. If this is done, however, proper and clearly understood arrangements for administering of medicines must be made.

The following principles apply to this policy

No teacher can be required to administer medicine or drugs to a pupil.

Any teacher who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe.

In emergencies teachers will do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment will be secured at the earliest opportunity.

The Board of Management requests parents to ensure that teachers are made aware in writing of any medical condition suffered by any pupil in their class. Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital therefore to identify the symptoms in order that treatment can be given by an appropriate person if necessary. Parents must provide maximum support and assistance in helping the school accommodate the pupil.

Non-prescriptive medicines will neither be stored nor administered to pupils in school.

Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.

The medicines should not be kept by the pupil but in a locked cupboard out of reach of the pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.

The medicine should be self-administered if possible, under the supervision of an authorised adult.

A written record of the date and time of administration must be kept.

A teacher should not administer medication without the specific authorisation of the Board of Management, are willing to do so, have the written approval of the parents and have been trained.

In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.

Parents of a pupil requiring regular medication during school hours should write to the Board of Management to authorise a member of staff to administer the medication in school.

Written details are required from the parent/guardian to the Board of Management giving the name of the child, name and dose of medication; the circumstances in which the medication is to be given by the teacher and consent for it to be given; when the parent is to be notified and where s/he can be contacted. It is the parent's responsibility to check each morning whether or not the authorised teacher is in the school unless an alternative arrangement is made locally.

The Board of Management having considered the matter, may authorise a teacher to administer the medication to the pupil. If the teacher is so authorised s/he should be properly instructed by the Board of Management.

Arrangements should be made by the Board of Management for the administration of medication in the event of the authorised teacher's absence.

When children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child. The whole staff should then be made aware of this.

Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.

Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.

Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.

Changes in prescribed medication (or dosage) should be notified immediately to the school with clear instructions of the procedure to be followed in storing and administering the new medication.

Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

Where possible, injection needles should not be used in the school and epipen type injections should be used instead.

When the administration of medication is necessary for a child during the school day the following procedure will be used

Parents/Guardians will make an appointment with the Principal to discuss the child's illness and arrangements for administering the medication. The request for administering of medication must be put in writing.

This should contain the following:

1. Child's full name and address.
2. The name of the medication to be administered.
3. The exact dosage and time of administration.
4. When the parent is to be contacted and where s/he can be contacted. .
5. Signature of parent/guardian.

Parents are responsible for the provision of medication and should normally keep account to ensure that medication is available. Parents should check each day with their child that the medication has been taken.

Medication should be sent to the Principal and will be kept in a safe place.

Where there are changes in dosage or time of administration, parent/guardian must write a letter requesting these changes.

Request for administering of medication should be renewed at the beginning of each school year.

This policy will be reviewed as and when necessary.

Boa of Management of Moycarkey N.S.

Policy on Administration of First Aid

Moycarkey N.S.

This policy should be read in conjunction with the Policy on Administering Medication.

The Board of Management when enrolling a child will ask parents for a letter of permission to bring their child to hospital/doctor at the teacher's/principal's discretion.

This letter will be kept permanently on file during the child's time in the school.

The treatment of injuries should always be undertaken by a responsible adult. Teachers should exercise the standard of care of a reasonable and prudent parent.

If it is necessary to bring a child to a doctor or a hospital every effort should be made to make contact first with a parent or guardian.

The school will keep a record of telephone numbers where parents or guardians can be contacted at work and at home.

In emergency situations teachers should use their best judgment in the particular situation. Teachers should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical assistance will be secured at the earliest opportunity.

Blood injuries should never be treated without using surgical gloves.

Minimal intervention is best practise.

If a cut or injury seems serious the parents or guardians will be sent for.

A dated note will be sent to the parents/guardians stating that First Aid was administered by the teacher.

A minimum of one member of the teaching staff will be trained in First Aid.