



**LORETO SECONDARY SCHOOL,
CLONMEL**

Procedures for Administration of Medicines

**Ratified by
The Board of Management
on 4th June 2019**

Rationale:

The policy as outlined was put in place to;

- Clarify areas of responsibility
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- To outline procedures to deal with a student with a medical in our 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 students, 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 students and staff on the school premises
- Fulfil 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 regularised administration has been agreed with parents/guardians

In-School Procedures:

Parents are required to complete a Health/Medication form when enrolling their child in the school. No staff member is obliged to administer medicine or drugs to a student and any staff member willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents of the students concerned have informed the school. Under no circumstance will non-prescribed medicines be either stored or administered in the school.
- All staff have a professional duty to safeguard the health and safety of students, 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 to ensure that teachers be made aware in writing of any medical condition suffered by any student in the school.
- This does not imply a duty upon staff personally to undertake the administration of medicines or drugs.

Long Term Health Problems

Where there are students 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 Condition

Where students 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 BoM (Appendix 4). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines

1. The parents of the student 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. (Appendix 1, 2 or 3);
2. Medicines must be brought to school by the parent/guardian/designated adult;
3. A written record of the date and time of administration must be kept by the person administering it (Appendix 4);
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. All correspondence related to the above are kept in the school.

Medicines

- Non-prescribed medicines will neither be stored nor administered to students in school;
- Staff 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;
- Staff 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
- No member of staff can be required to administer medicine or drugs to a student

- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted;
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

Emergencies:

In the event of an emergency, staff 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 student into Accident and Emergency without delay. Parents will be contacted simultaneously. In addition, parents must ensure that staff are made aware in writing of any medical condition which their child is suffering from. For example, children who have epilepsy, diabetes etc., may have a seizure at any time and staff must be made aware of symptoms in order to ensure that they receive appropriate treatment.

Written details are required from the parents/guardians outlining the BoM's personal details, name of medication, prescribed dosage, whether the BoM is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions. 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 full medical kit is taken when BoMs are engaged in out of school activities such as tours, basketball games and athletic activities. A first aid box is kept in the First Aid Room, containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

General Recommendations:

We recommend that any student who shows signs of illness should be kept at home.

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. A member of staff has responsibility 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 students
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

This policy was agreed on the date noted below.

Signed: _____ **Date:** _____
Chairperson of Board of Management

Signed: _____ **Date:** _____
Principal