

**Adminstration  
of Medication  
Gaelscoil  
Bhaile Brigín**

## Introductory Statement

Gaelscoil Bhaile Brigín is an Irish-Medium primary school under the patronage of An Foras Pátrúnachta. It operates according to the rules for national schools, laid down by the Department of Education and Skills.

This policy was originally formulated in October 2016. This policy will be implemented in accordance with other policies in use in the school such as the Health and Safety Policy and the Critical Incident Policy.

The following documents have been used in drawing up this document.

- The Education Act 1998.
- The Education for Persons with Special Educational needs Act 2004.
- The Disability Act 2005.
- The CPSMA Management Board Members handbook, 2007.
- Guidelines from the Irish National Teachers Organisation, 2012.
- Managing chronic health conditions in schools.

In line with the ethos of our school, the Board of Management and the staff are committed to providing the best possible education and care for its pupils and will always respond to the needs of a child if that child becomes ill or is injured while in the care of the school. Some children may have long-term health care needs that require on going medication to allow them to access education.

The Board and staff are committed to supporting children in this situation and to facilitating their participation in school life. If administration of medication is required to facilitate a fully inclusive environment every effort will be made to accommodate children's' needs in line with the provisions below.

### **Rational and background.**

Under the provision of the Education Act 1998 and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of the school. Concerns should be addressed to the Board of Management of the school. While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication, as this is a voluntary role.

The Department Education and Skills cannot direct any member of the Board of Management or school staff to administer medical treatment, actions or procedures to pupils, which are normally carried out by medical professionals such as doctors and nurses.

## **Aims of Policy**

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

- To promote that attendance of pupils at school.
- To minimise the health risks to pupils and staff on the school premises.
- To fulfil the obligations of the Board of Management in relation to health and safety requirements.
- To provide a framework within which medications may be administered, in cases of emergency, or in cases where a regular administration has been agreed with the parent(s) or guardian(s).
- To safeguard school staff that may be willing to administer medication.
- To ensure that clear instructions are available to staff on dealing with an emergency medication situation.

## **Scope of Policy**

This policy applies to all members of school staff, parents and guardian and members of the Board of Management and Parents Association who have a duty of care to ensure health and safety of all pupils at all times.

## **Policy Circulation**

A copy of the policy will be given to each member of school staff, to parents and guardians on enrolment and to members of the Board of Management and Parents Association. It will also be available on the school website.

## **Training**

The Board of Management will arrange first aid training for identified staff on an ongoing and regular basis.

## **Definition of First Aid**

For the purposes of this policy, “first aid” shall mean the;

- treatment of minor injury (e.g. cuts, sprains and bruises) or,
- treatment of a life threatening situation pending professional medical help.

The object of first aid in a school situation is not to cure the injured person, but to ensure, as far as possible that the injury or illness is not worsened before professional help is obtained as required. School staff should not hesitate to act in an emergency. Other adults on duty should automatically assist any member of school staff in the case of a serious injury.

### **Designated First Aid Co-ordinator**

The Board of Management will designate a first aid co-ordinator who must complete a recognised training course at least every 3 years, and has been certified as competent by a recognised occupational first aid instructor. It is the responsibility of the designated first aid co-ordinator to;

- oversee the administration of first aid in the school,
- inform the members of the school staff of the first aid arrangements, including the locations of equipment, facilities and first aid personnel,
- ensure the adequate stocking of and availability of first aid equipment,
- ensure that an ambulance or other professional medical assistance is called when appropriate.

Staff who agree to act as additional designated first aid officers do so on a voluntary basis.

### **Equipment**

The first aid boxes are located in the secretary's office and staff room and smaller ones are in each classroom and yardbox. All school staff will be made aware of this location. The contents of such boxes are replenished when deemed necessary by post holder with responsibility for same.

### **Minor Accident/Injury**

On occasion, children are injured in an accident in the school. This usually happens in the schoolyard when children are playing. The teacher on yard duty initially looks after the injured child. If deemed necessary, the child will be taken to the staff room. No medicines are to be administered but cuts are to be cleaned plasters or bandages applied as deemed appropriate. The use of plastic gloves is advised at all times.

### **More Serious Accidents/Injuries**

If considered safe to do so, the injured person is taken to the office. The parent(s) or guardian(s) will be informed immediately, particularly if there is a suspicion of broken bones, head or eye injuries. The child is kept under observation until the parent(s) or guardian(s) arrive, with the emphasis on making the child as comfortable and settled as possible.

## **Very Serious Injuries**

In the event of a very serious injury, If the considered opinion of the staff is that immediate professional help is required, an ambulance is to be called. The parent(s) or guardian(s) will be contacted immediately.

Urgent first aid to preserve life or prevent further serious injury shall be administered, the injured person shall be kept immobile and comfortable until a qualified medical professional such as a doctor, nurse or ambulance attendee can take over management of the situation.

On rare occasions a school staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option. Parent(s) or guardian(s) are to be kept informed of developing situations.

## **Record Keeping:**

All serious accidents/injuries are recorded in the Accident Report Book, which is located in the staff room. There is a single Accident Report Book which covers all children in the school. The accident report form lists date and time of accident, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc.

Very serious injuries will be notified to the schools insurers - Special Incident Report Form. Relevant medical information on all pupils is obtained at time of enrolment.

## **Administration of Medication**

### **Minor Illnesses**

A child who is ill and unfit to attend school would normally be kept at home until fully recovered. Occasionally, children become ill at school and the class teacher or principal will arrange for the parent(s) or guardian(s) to be contacted to bring the child home. In an emergency situation qualified medical help will be sought for the child.

### **Chronic Health Conditions**

The Board of Management and the school is committed to ensuring the safety of pupils with chronic health conditions such as asthma, diabetes, epilepsy or anaphylaxis. Guidelines as laid out in Managing Chronic Illnesses in School will be followed in relation to children with chronic illnesses. Hard copies will be made available to all staff and a copy will be in the office. The parent(s) or guardian(s) have primary responsibility for their child's health and on enrolment must provide the school in writing with information about their child's medical condition or as soon as the condition develops. This can be done by completing the Medical Information Form (Appendix 2). This medical information should to be updated annually or as often as necessary.

Teachers and coaches will be made aware of any students in their care who have been advised to avoid or take special care with particular activities. The Board of Management will provide for training in the administration of emergency medication for specific conditions.

In line with the resources provided by the Department of Education and Skills, the school will make all efforts to ensure that all pupils with chronic conditions can participate in all aspects of the curriculum and the provision of appropriate adjustments as necessary.

### **Prescription Medications**

Where a child needs medication for a chronic health condition, the Board of Management will make every attempt to facilitate a parent or guardian who needs to come into school to administer this or for pupils to return home for medication. In order to minimise disruption for the pupil, the parent(s) or guardian(s) are asked to request that where possible, doctors arrange times for the administration of medication at a time that does not coincide with school times.

Where a pupil is able to self medicate, it is the responsibility of the parent(s) or guardian(s) to ensure that all emergency and non-emergency medication that is brought into the school is clearly labelled with the;

- pupil's name,
- name of the medication,
- dosage and frequency of the medication,
- expiry date of the medication.

Students with asthma need to have their medication to hand at all times. Students will keep their reliever inhalers with them in the classroom and will take them with them to PE, school trips and to other activities outside school. Students who require Ana pens should bring them to the schoolyard and give it to the teacher on duty in that yard. In the case of infants, the class teacher will facilitate the handover.

### **Responsibility for Administration of Medication**

It is the responsibility of the parent(s) or guardian(s) to check the expiry date of the medication and to appropriately dispose of out of date medication. Any medication requiring refrigeration must be sent to school in an airtight container clearly labelled with the details as set out above.

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 and that it will be limited to emergency situations only.

A teacher who takes responsibility for administering medicines also takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed. The following procedures will apply;

- the parent(s) or guardian(s) of the pupil concerned must write to the Board of Management requesting the authorisation of a member of the school staff to administer the medication;
- the request must also contain written instructions of the procedure to be followed in administering the medication. The parent(s) or guardian(s) must outline clearly what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- This is done through the appropriate application form. This is a different form to the Health Care Plan that will be drawn up by parents. An updated picture must be adhered to Health Care Plan. An application for administration of medicine is to be filled in yearly, or if teacher changes.
- the Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised she/he should be properly instructed by the Board of Management;
- a teacher will not administer medication without the specific authorisation of the Board of Management;
- in administering medication to pupils, teachers will exercise the standard of care of a reasonable and prudent parent or guardian;
- the Board of Management will inform the school's insurers accordingly;
- the Board of Management will seek an indemnity from the parent(s) or guardian(s) in respect of any liability that may arise regarding the administration of the medication;

Parent(s) or guardians(s) should ensure that these procedures are clearly understood before submitting any request for the administration of medication to the Board of Management. Where the above procedure is put in place the Board of Management will give consideration to authorising another member of staff to administer the medication in the event that the regular teacher is absent from school.

#### Criteria in Considering a Medication Request

When considering an administration of medication request from parent(s) or guardian(s), the Board of Management will consider the request using the following criteria.

- Are procedures, in line with the INTO guidelines, followed when the parent(s) or guardian(s) make a request to the Board of Management that a teacher administer medication?
- What categories of medication may staff administer and under what conditions?
- Where a pupil has a specific medical condition, are members of the school staff aware of the likely symptoms of an attack/illness for that pupil? Where medication might be required, has training in the administration of medication been provided to school staff to deal with such circumstances?
- What arrangements are made when the member of school staff designated to administer the medication is absent?
- Who will administer the medication in an emergency?
  - What safety precautions are needed for teachers? e.g. Has/have the teacher/s received clear instructions from the parent(s) or guardian(s) or more suitably

qualified person as to exactly how and when the medication is to be administered?

- Has the indemnity form been completed?
- How are school staff informed of medication administration arrangements from year to year?
- How is safe storage and access to medication ensured?
- Are up to date contact details of parent(s) or guardian(s) available?
- Are emergency numbers available?
- How often is this particular case reviewed?

### **Non-Prescription Medications**

Children are not permitted to carry non-prescription medications in school such as, but not limited to, cough mixtures, painkillers (paracetamol or ibuprofen) and anti-histamines and will not be administered to pupils. If found such medications will be confiscated and parent(s) or guardian(s) will be contacted. If a child requires medication throughout the day, a parent/guardian must arrange for someone to come to school to administer.

Children from 3<sup>rd</sup> class up are permitted to carry a maximum of 2 medicated lozenges in order to facilitate attendance at school. It is the responsibility of the parent(s) and guardian(s) to monitor this on a daily basis.

### **Safe disposal of medications.**

Parent(s) or guardian(s) must ensure that an adult collects out-of-date medication. Used Adrenalin auto injectors (Anapens) must be given to the attending ambulance crew.

### **Disposal of Sharps**

Sharps boxes must be used for the safe disposal of needles. (A sharps box is a small yellow plastic container with a protective lid that is used for the disposal of used needles). The parent(s) or guardian(s) must provide the school with a sharps box. All sharps boxes in this school will be stored in staff room when not in use unless alternative safe and secure arrangements are put in place on a case- by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff will be responsible for its safe storage and will return it to school or the student's parent(s) or guardian(s). The parent(s) or guardian(s) must arrange collection and disposal of sharps boxes.



**Ratification and Implementation**

The Board of Management has ratified and will implement this policy with effect from 2016.

**Review of policy**

This policy will be reviewed in 2020 or sooner if it becomes necessary to do so.

## **APPENDIX 1**

### **GUIDANCE FOR ACTION ON TYPES OF INJURIES**

#### **Minor Cuts and Bruises**

- Clean around cuts using antiseptic wipe/cloth, cleaning from the centre outwards.
- Gloves are to be used at all times.
- Plaster, gauze or lint is placed on the wound.
- Teacher observation is maintained.
- Children are advised to show and inform parent(s) or guardian(s).

#### **Sprains/Bruises**

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is to be implemented.
- Teacher observation is maintained and the parent(s) or guardian(s) contacted as necessary.

#### **Faints and Shocks**

- The injured person is put lying down.
- Group is kept back to ensure enough air for casualty.
- Casualty is reassured when they recover.

- Parent(s) or guardian(s) are contacted.
- The event is subsequently recorded in the Accident Book

### **Severe Bleeding**

- Call for medical assistance.
- Set or lie the injured party down
- Press down on wound using gloves
- Raise the injured area or limb if possible.
- Put a clean dressing over the wound and secure it firmly with a bandage.
- If blood shows through the dressing then place another one over the first and bandage firmly.
- Treat for shock
- Contact parent(s) or guardian(s)

### **Stings/Bites**

- If visible the sting is removed
- The area is cleaned.
- If case is serious, parent(s) or guardian(s) are contacted

## Aguisín 2/APPENDIX 2

### FOIRM EOLAIS/MEDICAL INFORMATION FORM

Dáta Líonta/Date Completed \_\_\_\_\_ Dáta Athbhreith/Date of Review \_\_\_\_\_

#### 1. Eolas an Scoláire/ Student Information

Ainm/Name: \_\_\_\_\_ Rang/Class: \_\_\_\_\_

Dáta Breithe/Date of Birth: \_\_\_\_\_ Aois/Age: \_\_\_\_\_

#### Siblí ar scoil/Siblings in school

Ainm/Name : \_\_\_\_\_ Rang/Class: \_\_\_\_\_

Ainm/Name : \_\_\_\_\_ Rang/Class: \_\_\_\_\_

Ainm/Name : \_\_\_\_\_ Rang/Class: \_\_\_\_\_

#### 2.Sonraí Teagbhála/Emergency Contacts information

Ainm/Name : \_\_\_\_\_ Ainm/Name: \_\_\_\_\_

Fón/Phone: \_\_\_\_\_ Fón/Phone: \_\_\_\_\_

Gaol/Relationship to pupil; \_\_\_\_\_ Gaol/Relationship to child: \_\_\_\_\_

#### GP

Name: \_\_\_\_\_ Phone : \_\_\_\_\_

#### 3. Details of pupil's condition.

Signs and symptoms of pupil's condition:

\_\_\_\_\_

Triggers or things that make condition worse; \_\_\_\_\_

\_\_\_\_\_

**4. Routine Healthcare requirements:**

-

\_\_\_\_\_

**5. Regular medication taken during school hours(including trips):**

-

\_\_\_\_\_

-

**6. Emergency medication. Please fill out full details including dosage:**

-

\_\_\_\_\_

**7. Activities: any special considerations ;**

-

\_\_\_\_\_

**8. Any other information relating to pupil's health**

-

\_\_\_\_\_

**MEDICATION AUTHORISATION FORM**

**Parental and student agreement (please tick the correct reply)**

I agree \_\_\_\_\_ I do not agree \_\_\_\_\_

that the medical information contained in this plan may be shared with individuals involved with my child’s care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Signed by parent: \_\_\_\_\_

Print name: \_\_\_\_\_

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

**Permission for emergency medication (please tick correct reply)**

In the event of an emergency, I agree \_\_\_\_\_ I do not agree \_\_\_\_\_

With my child receiving medication administered by a staff member or providing treatment as set out in the attached emergency plan.

Signed by parent: \_\_\_\_\_

Print Name : \_\_\_\_\_

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

We hereby acknowledge that no responsibility or liability of whatsoever nature shall rest with the school authorities, teaching or ancillary staff nor with the teacher concerned in respect to any accident, illness, injury or difficulty of whatsoever nature which may arise as a consequence of the failure to comply in any way or in full with above request.

Siniú an tuismitheora/Signature: \_\_\_\_\_

**Emergency Medication Provision Form.**

<b>Dáta/Date</b>	<b>Am/ Time</b>	<b>Ainm/ Name</b>	<b>Leigheas/ Medication</b>	<b>Méid/ Dosage</b>	<b>Any reactions</b>	<b>Duine Freagrach/ Administrator</b>