

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title: Administration of Medicines

Effective Date: April 2024

Document No:6

Revision No:2

No. of pages:9

1. Purpose

This document was written in order to clearly set out the policy and procedure of Scoil Mhuire CBS in relation to the administration of prescribed medicines for the purposes of safeguarding pupils and setting clear parameters in relation to school practices.

2. Scope

This policy applies to all pupils of Scoil Mhuire CBS as they participate in school activities, including those which take place off the school premises.

3. Principles

This Administration of Medicines policy was constructed with cognisance of and reference to advice and guidelines issued by both the CPSMA and the INTO.

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

- minimise health risks to pupils 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 a pupil's family

The Board of Management requires that families ensure that the school is made aware, in writing, of any medical condition suffered by pupils. This information should be provided at enrolment, or at the development of any medical conditions at a later date during the pupil's time in the school. This is to ensure that all pupils of Scoil Mhuire CBS can be adequately and appropriately supported.

It is the policy of Scoil Mhuire CBS that during school hours there is no administration of prescribed medicines other than by exception, subject to approval of the Board of Management and in accordance with this Administration of Medicines Policy. No teacher is obliged to administer medicine to a pupil, and any teacher or ANA willing to do so works under the controlled guidelines outlined in this policy. The school generally advocates the self-administration of medicine (for example, inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent.

4. Key Terms

In the context of this policy, medication will be understood as any medicines prescribed to a pupil by a medical professional. Non-prescription medicines are prohibited.

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5. Policy

ADMINISTRATION OF MEDICINES: PROCEDURES FOR FAMILIES

Where a pupil of Scoil Mhuire CBS has been prescribed medication that requires administration during school hours, the following procedures should be adhered to:

- The parent or guardian of the pupil concerned should write to the Board of Management requesting that the Board authorise a member of staff to administer the medication, or to monitor self-administration of the medication.
- This request should be accompanied by Appendix A, providing written instructions of the procedure to be followed in administering the medication.
- Parents are responsible for ensuring that the prescribed medication is delivered to the school and handed over to a responsible adult, and for ensuring that an adequate supply is available.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Where a pupil is suffering from a life-threatening condition, parents should outline clearly, in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child. (Appendix C)
- In the case of long-term medical conditions which will require the administration of medication on an ongoing basis, the Board requires that families reengage with these procedures at the start of each academic year to ensure that the school has the most up-to-date information.

ADMINISTRATION OF MEDICINES: PROCEDURES FOR THE BOM

Where the Board of Management receives a request to facilitate the administration of medicines in respect of a pupil of Scoil Mhuire CBS during school hours, the following procedures will be adhered to:

- The Board of Management, having considered the request, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed – as per the information provided by the pupil’s parent or guardian in Appendix A – in how to administer the medicine.
- The Board shall ensure that the pupil’s parent or guardian sign Appendix A.
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member’s absence.

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ADMINISTRATION OF MEDICINES: PROCEDURES FOR STAFF

Where the Board of Management has authorised the administration of medicines in respect of a pupil of Scoil Mhuire CBS during school hours, the following procedures will be adhered to:

- No member of staff should administer medication without the specific authorisation of the Board of Management.
- Any staff member who is willing to administer medication – and who has received Board authorisation to administer medication – should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication, provided by the family of the pupil concerned, must be followed.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration must be kept. (Appendix D)
- Parents should be contacted should any questions or emergencies arise.

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.

Families must ensure that the relevant teacher(s) are made aware, in writing, of any medical condition from which their child is suffering. For example, where pupils are epileptic, diabetic, or may have a seizure at any time, teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

The school maintains an up to date register of contact details of all families, including emergency numbers where provided. This is updated each September, or as families request throughout the year.

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5. Appendices

APPENDIX A: MEDICAL CONDITION AND ADMINISTRATION OF MEDICINES

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details:

Storage details: _____

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Dosage required:

Is the child to be responsible for taking the prescription themselves?

What action is required?

*I confirm that I am the **Parent / Guardian** of _____ who has a medical condition which requires him to receive prescription medicine during the school day. I acknowledge and agree that:*

- a. There are no facilities in the School for the safe storage of prescription medicines;*
- b. The School staff are not medically trained and do not have competence to advise on the storage or administration of prescription medicine;*
- c. The School has no duty or obligation to store, provide any opinion on or otherwise oversee the administration of prescription medicine;*
- d. It is my sole responsibility to ensure that my child's prescription medicine is brought by him to school, in the correct dosage, on a daily basis or in the frequency otherwise required; and*
- e. I must inform the School of any changes my son's prescription medicine promptly in writing.*

Accordingly, I consent to my child receiving / taking prescription medicine pursuant to the Administration of Medicines Policy and on the basis set out at (a) to (e) above and I agree to fully indemnify and hold the School harmless, to the extent permitted by law, in respect of any liability howsoever arising in relation to the storage or administration of prescription medicine in the School.

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____

I confirm that I have attached a photocopy of my child's prescription to this application.

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APPENDIX B: ALLERGY DETAILS

Pupil: _____

Class: _____

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed: _____

Date: _____

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APPENDIX C: EMERGENCY PROCEDURES

In the event of _____ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Symptoms: _____

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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

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APPENDIX D: RECORD OF ADMINISTRATION OF MEDICINES

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

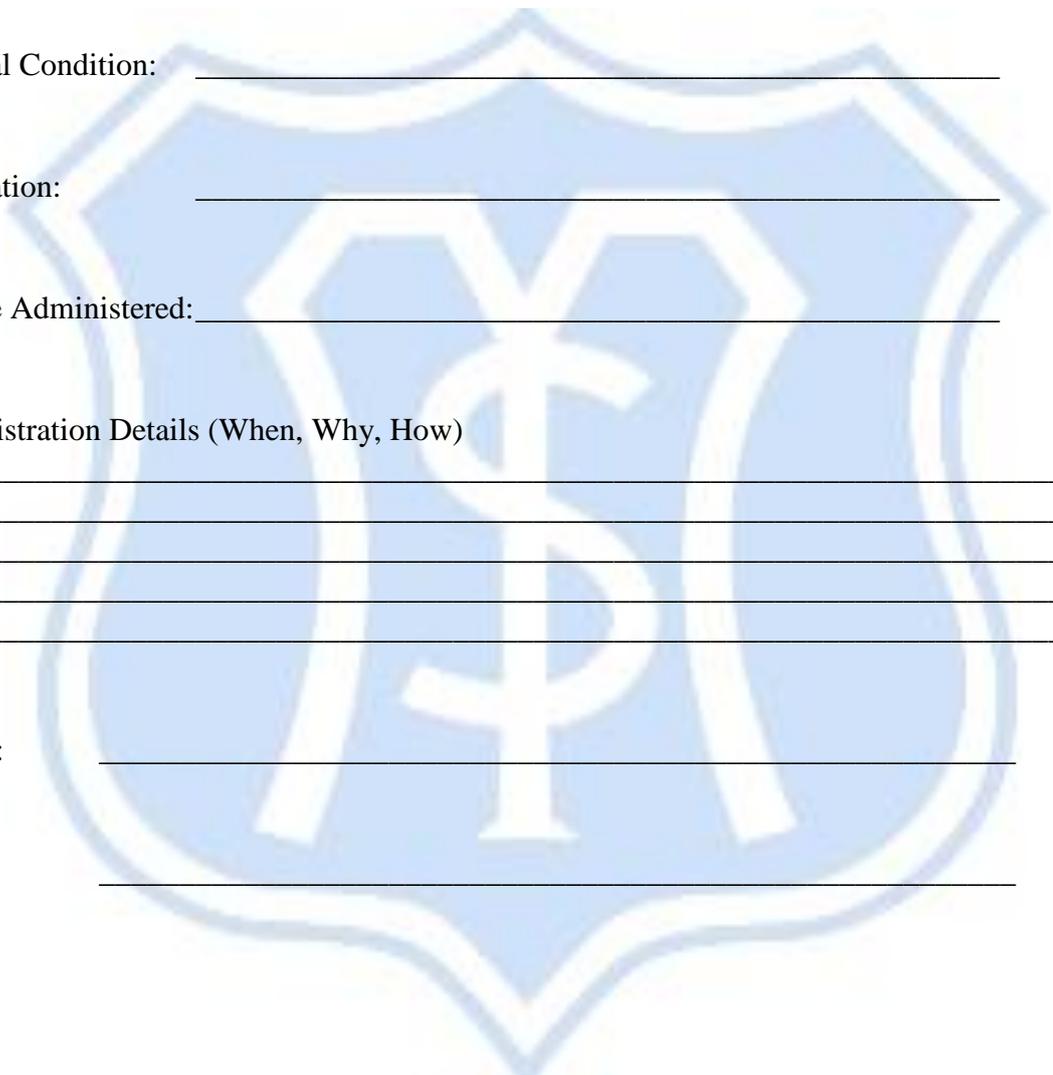
Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____



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6. Approval & Review

This Administration of Medicines policy was approved by the Board of Management of Scoil Mhuire CBS in March 2024, and will be reviewed again in March 2027.

Chairperson, Board of Management

Principal

6th March, 2024

Date

