

Trinity Comprehensive Policy and Procedure for the Administration of Medicines

INTRODUCTION

An Administration of Medication policy has been necessary in accordance with Trinity Comprehensive Risk assessment of practices and procedures in the light of child Protection Procedures for Primary and Post Primary Schools 2017.

This policy has been prepared with reference to *'Managing Chronic Health Conditions at School – A resource pack for teachers and parents'* prepared by the Asthma Society of Ireland, Diabetes Federation Ireland, Brainwave the Irish Epilepsy Association and Anaphylaxis Ireland.

SCOPE

This policy applies to requests from parents/guardians for Trinity Comprehensive to administer or supervise the administration of routine medication to children suffering from chronic medical conditions as well as the administration of emergency medication e.g. in the case of allergic reactions.

AIM

The aims of this policy are:

- To meet the needs of children who require administration of essential medications during the school day, in compliance with legislation and in line with best practice ·

To protect school representatives by ensuring that any involvement in medication administration complies with legislation and best practice guidelines.

RATIONALE AND BACKGROUND

Trinity Comprehensive has a duty to safeguard the health and safety of children while engaged in school activities. The Board, its servants and agents including without prejudice to the generality the Principal, Deputy Principal, staff, and students of Trinity Comprehensive are not obliged to personally undertake the administration of medications, however, Garda Vetted school representatives may, upon authorisation by parents/guardians of the child and at their own discretion and on the basis that it is accepted by authorising parents/guardians that they will not be held liable for any accidental act or omission arising in the course of authorised administration, agree to administer certain medicines or procedures. This will be arranged formally in writing on a case-by-case basis and following the conduct of a risk assessment which will be documented in writing and retained on the child's file. It is school/policy that children who are acutely ill should not attend classes until the illness has resolved.

In the event of a child becoming acutely ill in the course of a school day, parents/guardians or emergency contacts will be notified to bring them home to recuperate.

In emergency situations, qualified medical help will be obtained or the child will be brought to the local emergency department at the earliest opportunity, and provision for administration of medication for acute illness in school is not deemed appropriate to this. In line with the school ethos, children with chronic illnesses are encouraged to engage fully in school activities. Where possible, the family doctor should be asked to prescribe treatments that can be taken outside school hours in order that administration of medication at school is kept to a minimum.

When 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, subject to the school's discretion to vary arrangements as deemed appropriate and in order to act in the interests of all stakeholders.

In –School Procedures:

- Parents are required to complete a Health/Medication form when enrolling their child/children in the school.
- No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.
- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of the teaching staff to do so. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.

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- The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent.

No non prescribed medicines are stored on the school premises, with the exception of those held for emergency situations.

- 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.

- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class.

- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Long Term Health Problems

Where there are children 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.

In many situations of Chronic Illness, **a Care Plan** will be put in place to attempt to meet the needs of the child. Putting together a Care Plan will be done in consultation with the necessary individuals, i.e doctors, nurse, parents, relevant bodies, class teacher, Principal and S.N.A, as required. The Care Plan needs to be presented and accepted by the BOM.

PROCEDURE

Non-prescription medication will not be stored or administered in the school. Students are not permitted to carry non-prescription medication in school and such medications will be confiscated for secure retention and disposal by parents/guardians who will be contacted.

Prescription medication can only be stored/administered in the school following the submission of the written authority of the parents/guardians to the Principal. This should authorise teachers and/or Special Needs Assistants to administer the medication and include written confirmation from a medical practitioner that the medication is such that a

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non-medical person may administer/supervise administration, together with confirmation of the medical dose and circumstances when it should be given. School representatives cannot be required to administer medication, however they will be requested to volunteer, authorised to administer the medication and provided with training as required and records of any such training will be maintained. The school reserves the right, after due consideration, to deem the authority to administer medication to be invalid in circumstances where it is inappropriate.

Guidelines for the Administration of Medicines

1. The parents of the pupil 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
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school or to monitor self-administration of the medication.
3. Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication (Appendix 1)
4. Where specific authorisation has been given by the Board of Management for the administration of medicine, parents will be informed of the Board's decision and asked to sign an Indemnity form. (Appendix2) Parents are responsible for ensuring that (a) the medication is delivered to the school, (b) handed over to a responsible adult (c) an adequate supply is available, and (d) supplies are replenished when necessary
5. A written record of the date and time of administration must be kept by the person administering it.
6. Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions from Medical Professional, of the procedure to be followed in storing and administering the new medication.
7. Where children are suffering from life threatening conditions, 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. (Care Plan)

8. Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The BoM must inform the school's insurers accordingly. (Appendix 2)

9. Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

10. All correspondence related to the above are kept in the school. (Appendix 3)

Automated External Defibrillators (AEDs)

Trinity Comprehensive School provides automated external defibrillators (AEDs) in the school to prevent sudden cardiac death. Early defibrillation using an AED is one of the vital links in the "Chain of Survival". An up to date list of AED trained personnel (the FETAC level 5 First Aid Responder staff) is in the staffroom and in prominent places around the school. Defibrillators are located in the gym and outside the Principal's office. It will be considered a serious breach of the Code of Behaviour if any FIRST AID supplies or equipment are damaged, destroyed, stolen, vandalised or used without explicit permission.

First Aid Boxes: A first aid box is available for all Minor injuries.

RELATIONSHIP TO OTHER SCHOOL POLICIES AND PROCEDURES

The Administration of Medication Policy should be read in conjunction with other relevant policies e.g. Health and Safety Policy, Child Protection Policy, Special Educational Needs Policy.

IMPLEMENTATION

Detailed information for school representatives to facilitate the safe and effective implementation of this policy is included in Appendix 3.

Where employees may be authorised to administer medication in an emergency situation, then the employees should receive appropriate training in the administration of such

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medications and records of such training will be required to be maintained.

Parents/Guardians are invited to contact the Principal immediately if they have any concerns about the implementation of this policy in relation to their child's medication and they should engage at all times with the Principal and administrators with regard to any issues identified, failing which they cannot expect the authority granted to be of any effect.

The Principal will audit the medication books at least once a term to ensure that the actual administration of medication complies with the information on the "Request for Administration of Medication – Information and Consent" form. Identified discrepancies will be addressed to Parents/Guardians with whom responsibility for arranging assessment of their clinical relevance (if any) by a physician will rest.

TIMEFRAME FOR IMPLEMENTATION

This policy will be implemented during the 2021-2022 Academic Year.

TIMEFRAME FOR REVIEW

This policy will be reviewed annually.

Early review will be undertaken if:

A clinically significant discrepancy is identified between the medication administered and that authorised on the relevant "Request for Administration of Medication – Information and Consent" form.

Feedback indicates that any aspect of the policy is causing a student or any other member of the school community undue distress.

There is a change in legislation, advice or guidance from the Department of Education and Skills, the Department of Health and Children or other statutory body, Support Agencies/Associations/Societies for sufferers of relevant chronic medical conditions, Insurance Company, professional or legal advice.

Adoption & Communication

Trinity Comprehensive BOM adopted this policy at a meeting of the Board on the

The Board of Management of _____ ratified this policy on

The policy will be communicated to all school representatives and issued to Parents/Guardians and it will be published on the school websites.

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APPENDIX 1

Authority for Administration of Medication – Information & Consent Child's name:

_____ Date of birth: _____ Weight: _____ Name of
medication: _____ Dosage: _____

Condition for which medication is required: _____

Under what circumstances, should medication be given to the child at school?

Route/method of administration: _____

Frequency of medication: _____

Specific Storage requirements: _____

Known allergies: _____

Other medication being taken: _____

Any other relevant information: _____

I consent to the child's self-administration of this medication YES / NO GP name:

_____ Phone no: _____

1st Emergency contact: _____ Mobile no: _____ 2nd

Emergency contact: _____ Mobile no: _____

I authorise administration/supervision of administration by school representatives of:

_____, in dosage of: _____, to

_____ the child identified above under the circumstances

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outlined above.

I understand that information about my child's medical condition and treatment will be shared with school representatives and medical personnel as necessary. I also consent to the disclosure of this information to appropriate medical practitioner/s and relevant insurers as required.

Signed: _____ (Parent/Guardian) Date: _____ Print
name: _____

APPENDIX 2

ADMINISTRATION OF MEDICINES IN SCHOOLS – INDEMNITY

THIS INDEMNITY made the _____ day _____ month of 20_____
BETWEEN _____ (lawful father and mother
/guardian/s) of _____ (hereinafter called 'the
Parents/Guardians' of) the One Part

AND for and on behalf of Trinity Comprehensive school at Main Street, Ballymun in the
County of Dublin.

(hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The Parents/Guardians are respectively the lawful father and mother or guardians of _____ a student of the above school.
2. The student presents, on an ongoing basis, with the condition known as: _____
3. The student may, while attending the said school, require in emergency circumstances, the administration of medication, viz.
4. The Parents/Guardians have authorised administration of the said medication, in emergency circumstances, by the said school representatives as may from time to time be available.

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NOW IT IS HEREBY AGREED by and between the Parents/Guardians hereto as follows:

In consideration of the Board entering into the within Agreement, the lawful Parents/Guardians of the said student HEREBY ACKNOWLEDGE that the Board, its servants and agents including without prejudice to the generality the said Principal, staff, and students of the said school/institute/centre/programme can only endeavour to act in accordance with the extent to which they are informed and AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said Principal, staff, and students of the said school/institute/centre/programme from and against all claims, both present and future, arising from any accidental act or omission arising in the course of the administration or failure to administer the said medicines.

APPENDIX 3

Administration of Medications – Detailed Information for school representatives

General record keeping

- All forms and letters concerning administration of medication will be stored in the Principal's office, in each student's confidential file. These records are stored in compliance with relevant data protection legislation.
- When an updated "Request for Administration of Medication – Information and Consent" form is received, this will be stapled to the FRONT of the existing form, to ensure that the updated information is not overlooked and it will be necessary for the dosage container to be updated in accordance with the contents of this communication.
- Any handwritten notes made on a "Request for Administration of Medication – Information and Consent" form to update it in line with written information provided by Parents/Guardians will be initialled and dated and otherwise inadmissible as insufficiently reliable.
- When an updated "Request for Administration of Medication – Information and Consent" form is received, the original will be retained, but will have a line drawn through it, to indicate that it is now superseded and it will have the new one affixed over it.

Records of Medication Administration

- A Medication book will be maintained in the office and any classroom where medication is securely maintained (e.g.: inhalers or adrenaline autoinjector which may be required urgently). When medication is administered an entry will be made (one entry per page) detailing the date and time, name of child, medication and dose administered, reason for administration and the signature of the administrator and a copy will be stapled in the child's school journal.

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