



## Administration of Medicine and First Aid Policy

### **Introduction:**

An Administration of Medication policy was recently redrafted through a collaborative school process and was ratified by the Board of Management (BoM) on

### **Rationale:**

The policy as outlined was put in place to;

- a) Safeguard school staff that are willing to administer medication
- b) Ensure the strictest guidelines and controls are in place and that clear instructions are available to staff
- c) Protect against possible litigation

### **Relationship to School Ethos:**

The school promotes positive home-school contacts, not only in relation to the welfare of children, 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 children and staff on the school premises
- Fulfill 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/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.

Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines

- 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. A small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administering on a daily/regular basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage

### **Emergencies:**

In the event of an emergency, teachers 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 child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child 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:**

Staff have been provided with first aid training by the BOM, including attending to cuts, sprains, breaks, choking and CPR. This training will be renewed at regular intervals. Parents have been informed that first aid is available in the school and that the school must be informed of any and all allergies that their child/children may have. (Allergy information is updated each September) Parents have the right to abstain from the administration of school based first aid in writing (e.g. use of plasters and anti-septic wipes etc.)

### **First Aid Procedures:**

- Administration of first aid will be in line with training provided by the BOM.
- All incidents requiring administration of first aid, will be recorded in the school office using the appropriate form
- Parents will be notified of any application of first aid treatment via writing or phone call

### **First Aid Boxes:**

A central first aid box is kept in the school containing anti-septic wipes, anti-septic bandages, sprays, , cotton wool, scissors etc. Secondary, smaller kits are located in two different locations also, one in the ASD Unit and one in a mainstream class. Each class is also provided with a small pack including gloves, powder for covering/deoderising bodily fluids and plasters etc. A first aid kit is taken when

children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

**General Recommendations:**

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

The BOM has included an Accident and Emergency Consent form in the General Medical form completed by each parent on the enrolment of their child.

**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.

**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 children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

**Ratification and Review:**

This policy was ratified by the BOM in December 2018. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

**Implementation:**

The policy has been implemented since December 2018.