



Medical and Administration of Medicine Policy



This document is aimed to provide details of the main policies and procedures of Wexford Educate Together National School in relation to Medical Issues and the Administration of Medicines. It is intended to help staff, parents and pupils understand the environment and approach of the school when managing medical needs and the administration on medicines.

Version	Description	Authors
September 2011	First Version of the Medical Policy	Board of Management
Reviewed every two years	Medical Policy Health Care Plan	Board of Management
September 2022	New policy – Medical Policy Including the administration of Medicines	Board of Management

School Contact details

Wexford Educate Together National School
Address: Wexford Educate Together National School
Whitemill, Clonard, Wexford
Tel: 0539184573
Email: secretary@wexfordetns.ie
Website: wexfordeducatetogether.ie



Introductory Statement

This policy was drafted as a collaborative exercise between Board of Management (BoM), staff and parents. It will be presented to the Board of Management for ratification. This policy is reviewed on a regular basis. The Board of Management, staff and parents are responsible for the implementation of the policy.

Rationale

The policy as outlined was put in place to:

- Minimises health risks to children and staff on the school premises
- Fulfill the duty of the Board of Management in relation to Health and Safety requirements
- Clarify areas of responsibility in relation to pupil medical needs and administration of medicine by staff members
- Procedures to deal with a pupils with food allergies
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation

Mission Statement

Our mission statement influences and reflects all policies and plans. It was formulated initially by asking all stakeholders (Board of Management, P.A.C., staff, children, parent body) to make suggestions thus reflecting the democratic nature of our school. The vision statement reflects the characteristic spirit of the school.

"In Wexford Educate Together N.S., every child will learn in a safe, inclusive, democratic, co-educational setting that is committed to enabling and supporting each child to recognise their gifts and to achieve their full potential, while at the same time, preparing them to become caring and active members of a culturally diverse society".

Medical Information

It is essential that the school be made aware of any medical condition that may affect your child during the school day. This includes not only information on chronic medical conditions, but also allergies, eyesight problems etc.

It is a requirement that you include this information on the school's registration form when registering your child in WETNS. If your child develops a condition at any time during their years in WETNS, you must inform the school so that your child's records may be updated and appropriate measures may be taken.

Illness and Infection in school

Illness and infections in school children are common. If you discover or suspect that your child has an infectious disease, please inform the school immediately, especially in the case of an illness which may affect other children or staff members. When a child has a contagious disease WETNS have a duty to inform other parents in the school. Please inform the school immediately if you suspect your child has contracted any of the following: Mumps, Measles, Hepatitis, Rubella, Scabies, Whooping Cough, Glandular Fever, Impetigo, Scarlet Fever, Chicken Pox and Ringworm (this list is not exhaustive)



Please keep your child away from school until he / she is clear of infection and check with your GP when your child is fit to return to school. Head-louse infection is a regular problem in the classroom. Please keep your child at home until he / she is fully clear of the problem.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home. A child too sick to play with peers should not be in school. Children are not permitted to stay indoors at break times.

First Aid

From time to time minor accidents will occur. The staff at the school will deal with these by cleaning and if necessary disinfecting the wound and applying a plaster. Please advise the school if your child has a known allergy to common antiseptic products or plasters.

Permission to administer basic First Aid to your child will be sought during the enrolment process. If for any reason you do not want us to treat cuts etc, please state this clearly on the form. You will then be contacted at home or work if your child needs attention.

If as a result of an accident during school time or at a school activity, your child receives a serious bump to the head or other serious injury, you will be notified by the school.

A first aid box is kept in each individual classroom containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. [note: the classroom-based kit should be kept in a secure location for health & safety reasons]

A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

In school Procedures

Parents are required to complete a Health/Medication form outlining the medical needs of their child(ren). No staff member is obliged to administer medicine or drugs to a pupil 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 pupil concerned have written to principal, acting on behalf of the BoM, requesting the Board to authorise a member of the teaching/SNA 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 medical cupboard in the staffroom if a child requires self-administering on a daily basis/emergency situation and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage.
- For children with asthma, self-administration of medicine under the supervision of a responsible adult is recommended. However, as it may arise that these children could need the administration of medicine (e.g. inhaler) in an emergency situation, an

emergency procedures form must be filled out detailing when, why and how often to give inhaler if child having severe asthma attack and when to contact emergency services (See Appendix 3). A copy of this should be retained in the Health and Safety folder (Blue Folder) in the child's classroom. Parents must also complete Appendix 5 if their child has a diagnosis of asthma. The original of Appendix 3 & 5 should be retained in the child's permanent file, while the 'To be completed on administration of medicine part' will be added when the child leaves the school.

- Under certain circumstances, it may be appropriate for an older child to retain medication in their own possession, and take responsibility for self-administration (e.g. an older child who would normally carry and use their own inhaler). A written request to the Board of Management together with the documentation is still required. Under these circumstances the school will not maintain a record of medication use. Because there is no record of the administration of such medication and because it is in possession of the child, staff cannot be held responsible if it is lost or misused.
- Staff members 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 staff members be made aware in writing of any medical condition suffered by any child in their class
- This does not imply a duty upon staff members personally to undertake the administration of medicines or drugs.

Long Term Health Problems

Where there are children with long-term health problems in the school, proper and clearly understood arrangements for the administration of medicine must be made with the Board of Management. This is the responsibility of the parent(s) / guardians. It would include measures such as self-administration, administration under parental supervision or administration by school staff.

Life Threatening Condition

Where children 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 child (Appendix 3). 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 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. (Appendix 1, 2 or 3)
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult

4. A written record of the date and time of administration must be kept by the person administering it (Appendix 4)
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. Emergency medication must have exact details of how it is to be administered
7. The BoM must inform the school's insurers accordingly
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 (Appendix 5)
9. All correspondence related to the above are kept in the school

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above. Two signatures will be on record when administering medicine
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal
- A teacher/SNA 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 teacher/SNA can be required to administer medicine or drugs to a pupil
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted
- It is not recommended that children keep medication in bags, coats, etc.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours

The following guidelines are in place with regard to pupils with a Food Allergy

- Staff dealing with the pupil do not eat foods of any item which could trigger an allergic reaction.
- Advise children not to offer or exchange foods, sweets, lunches etc.
- If going off-site, medication must be carried.

In the event the pupil comes in contact with a food which may trigger an allergic reaction

- If the child has an antihistamine prescribed such as Zirtek it should be administered immediately (This is only in the case of a child who has had an antihistamine prescribed in relation to an allergy. The relevant forms must have been completed and submitted to the Board of Management prior to administering this). The pupil should be treated in accordance with his/her individual Allergy Action Plan. It is important



that the pupil be kept calm to allow him/ her to breathe calmly. It is the responsibility of parents to provide these details to the school.

- Only in the event of anaphylactic shock should the Pen (i.e. epipen, anapen, Jext pen or equivalent) be administered. Pen is stored in medical cupboard in staffroom. An ambulance must be called immediately after Pen has been administered.

Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

School Doctor: Whitemill Medical Centre, whitemill, Clonard, Wexford.

Contact Number: 0539140000

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 for children with conditions such as epilepsy, diabetes etc. who 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.

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.

Roles and Responsibilities

- BoM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication.
- The Principal and Deputy principal are the day to day managers 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

Roles and Responsibilities

The following people have particular responsibilities for aspects of this policy:

- Parents
- Teaching staff
- Principal
- SNAs
- Pupils
- Secretary
- Board of Management

Implementation Date and Timetable for Review

The policy was implemented in September 2022. Amendments will be implemented immediately. The operation of this policy will be reviewed regularly biennially from school-year 2022-2023

Ratification & Communication

The plan was formally ratified by the Board of Management on 19th September, 2022. The plan will be made available to parents on the website and can be requested from the office. The Policy will be communicated with staff also.

Date of ratification: _____

Signed: _____

Date: _____
(CHAIRPERSON OF THE BOM)



Appendix 1

Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Details of the Medical Condition

Does the Medical Condition require medication? _____

Prescription Details: _____

Storage details: _____

Dosage required: _____

Is the child to be responsible for taking the prescription him/herself?

What Action is required? _____

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____



Allergy Details

Dosage required: _____

[illegible]

Date: _____



Appendix 3 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*

Appendix 4
Record for administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____ Parent

Date: _____

To be completed on administration of medicine:

<i>Date and Time</i>	<i>Details of administration e.g. dosage</i>	<i>Administered by:</i>	<i>Witnessed by:</i>



Appendix 5
(based on pg. 304-305 of CPSMA Board of Management Handbook)

ADMINISTRATION OF MEDICINES IN SCHOOL INDEMNITY

THIS INDEMNITY made on the _____ day of 20_____

BETWEEN _____ (lawful Parent/Guardian
of _____) {herein after called 'the parents/guardians'} of the One Part AND

Tasha Williams for and behalf of the Board of Management of Wexford EDUCATE TOGETHER
N.S. in the County of Wexford {herein after called 'the Board'} of the Other Part.

WHEREAS:

1. The parents/guardians are respectively the lawful father and mother of _____, a
pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as, _____
3. The pupil may, while attending the said school, require, in emergency circumstances the
administration of medication viz. _____
4. The parents have agreed that the said medication may in emergency circumstances, be administered
by the said pupil's classroom teacher and/or such other members of staff of the said school as may be
designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties here to follow:

- a. In consideration of the Board entering into the within Agreement, the
parents/guardians, as the lawful father, mother or legal guardian respectively of the
said pupil **HEREBY AGREE** to indemnify and keep indemnified the Board, its servants
and agents including without prejudice to the generality the said pupil's class teacher
and/or the principal of the said school from and against all claims, both present and
future arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their
seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the parent(s)/guardian(s) in the presence of:

SIGNED AND SEALED by the said in the presence of:
