



Administration of Medications Policy

School Details: Greenhills Community College is an all boy's Second-level School under the Trusteeship of the Dublin and Dun Laoghaire Education and Training Board (DDLETB).

School Management: The Board of Management of Greenhills Community College is a statutory Board appointed pursuant to the provisions of the DDLETB.

Mission Statement

We, at Greenhills Community College, are committed to providing a comprehensive integrated education that will enable each individual to fulfil his potential in a positive, caring, respectful, learning environment where skills and attitudes for life-long learning are developed. We promote equality, innovation and partnership in the delivery of our services.

Signed:

_____

Chairperson: Board of Management/

Date:

14/5/2024

Signed:

_____

Principal: Greenhills Community College

Date:

14/5/24

Rationale

The Board of Management of Greenhills Community College have a duty to safeguard the health and safety of all students while engaged in school activities. The objective of this policy is to support education in complying with the required legislation, codes of practice, standards and guidance in the administration of medication, while also ensuring that all students can participate in educational activities to the extent that their abilities will allow.

Scope

This policy deals with the procedures to be followed by parents/guardians, the Board of Management and staff members in the administration of medication to students.

Introduction

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 teaching or administrative staff to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrollment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets and sprays administered by mouth, or buccal gels and automatic injection devices (eg. anapen) used in cases of anaphylaxis.

Principles/Guidelines

The aims of the policy can be summarised as follows;

- Clarify areas of responsibility.
- To give clear guidance to staff on situations where it is appropriate or not appropriate to administer medicines.
- To indicate the limitations to any requirements which may be notified to teachers and school staff.
- To outline procedures to deal with pupils with anaphylaxis in our school.
- Protect against possible litigation.
- To help compile a register of students who require medication.
- Minimise health risks to children and staff on the school premises.
- Provide a framework within which medicines may be administered in cases of emergency or self administered in instances where regularised administration has been agreed with parents/guardians.

Policy Content

1. Procedure to be followed by parents (namely the lawful father and mother or lawful guardian(s)) who require the administration of medication for their child

- The parents should write to the Principal requesting the Principal to authorise appropriate staff members to administer medication to the pupil or to monitor self-administration of the medication.
- Parents are required to provide written instructions detailing the pupil's name; the procedure to be followed in the administration, including but not limited to dosage amount and frequency, and storing of the medication.
- Medicines must be clearly labelled with the pupil's name, date, contents, dosage, date of expiry and instructions regarding storage. The original container supplied by the GP or pharmacist must be delivered to the school.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to an appropriate member of staff and for ensuring that the smallest possible yet adequate supply is available for administration to the pupil.
- Parents are further required to indemnify the Principal and members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Principal will inform the school's insurers accordingly.
- 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 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.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.
- Parents must be aware of the expiry date and replace the medication before it expires or provide a medication that will still be in date for the whole school year.

2. Procedures to be followed by the Principal

- The Principal, having considered the request, may authorise members of staff to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Principal will ensure that the authorised members of staff are informed of the pupil and properly instructed in how to administer the medicine concerned.
- The Principal shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
- The Principal shall inform the school insurers accordingly.
- The Principal shall make arrangements for the safe storage of medication and develop procedures for the administration of medication in the event of the absence of the members of staff designated at (1) above.
- The Principal shall retain a written record of the date, time and details of all medication, including expiry date administered in the School

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- The medication should be self-administered if possible and under the supervision of an authorised staff member. Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Where a teacher/member of staff agrees to be responsible for medication, he/she must be given whatever information and training is needed. This is not just a matter of good practice, it is a matter of necessity.
- Medication must not be administered without the specific authorisation of the Principal.
- 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 will be kept / provided by the staff member who administered the medication to the Principal.
- In emergency situations, staff should do no more than is obviously 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.
- Parents should be contacted should any questions or emergencies arise.

4. Responsibilities of Student

- It's the responsibility of the student to have their prescribed medication on them at all times.
- It's the responsibility of the students to self-administer their medication as outlined by the parents.
- In the event of a student feeling unwell the student should inform the nearest teacher/SNA of symptoms in case of emergency.
- If going off site/leaving the school grounds (e.g. school tour or nature walk) it is the responsibility of the student to carry their medication with them.

Good Practice:

- Non-prescribed medicines will not be stored or administered in the school.
- The principal will seek indemnity from parents in respect of any liability arising from the administration of medicines.

Appendix 1
Medical Condition and Administration of Medicines

Pupil'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:

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Prescription Details:

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Storage details:

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Dosage required:

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

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What Action is required

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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 the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily.

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 _____

Appendix 2 Allergy Details

Pupil's Name: _____
Type of Allergy:

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Reaction Level:

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Medication:

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Storage details:

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Dosage required:

Administration Procedure (When, Why, How)

Signed: _____

Date: _____

Appendix 3
Emergency Procedures

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

Symptoms:

Procedure:

To include: Dial 112 and call emergency services.

Contact Parents

Signed: _____

Signed: _____

Date:

Appendix 4

Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition:

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Medication:

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Dosage Administered:

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Administration Details (When, Why, How)

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Signed: _____

Date: _____