



Coláiste Mhuire Co-Ed, Thurles



ADMINISTRATION OF MEDICINES POLICY

February 2024

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Mission Statement

School Mission statement: At Coláiste Mhuire Co-Ed we aspire to develop a caring and inclusive learning community that encourages the potential of each person. The mission is realised through our core values of Academic Excellence, Respect, Care, Community and Equality.

Rath as Saothar – Success through effort.

Rationale

This policy has been formulated by Coláiste Mhuire Co-Ed. 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.

This policy is underpinned by our core values of respect, care and equality.

This policy will be implemented in accordance with other policies in use in the school such as the Health and Safety Policy, Admissions Policy and Administration of Medicines Policy. In line with the ETB ethos, the Board of Management and the staff are committed to providing the best possible education and care for its students and will always respond to the needs of a student if that student becomes ill or is injured while in the care of the school. Some students may have long-term health care needs that require ongoing medication to allow them to access education. The Board and staff are committed to supporting students in this situation and to facilitating their participation in school life. If administration of medication is required to facilitate a fully inclusive environment every effort will be made to accommodate students' needs in line with the provisions below.

Aims of this policy:

- To meet the needs of students who require administration of essential medications during the school day, in compliance with legislation and in line with best practice.
- To minimise the health risks to pupils and staff on the school premises.
- To protect school representatives by ensuring that any involvement in medication administration complies with legislation and best practice guidelines.
- To ensure that clear instructions are available to staff on dealing with an emergency medication situation.
- To promote attendance in line with the DEIS plan.
- To fulfill the obligations of the Board of Management in relation to health and safety requirements.
- To provide a framework within which medications may be administered, in cases of emergency, or in cases where a regular administration has been agreed with the parent(s) or guardian(s).

Under the provision of the Education Act 1998 and the regulations of the Department of Education, the Board of Management/ETB is the body charged with the direct governance of the school. Concerns should be addressed to the Board of Management/ETB. While the Board of Management/ETB 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 teachers to personally undertake the administration of medication, as this is a voluntary role.

Non-Prescription Medication

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

Chronic Illness

It is school policy that children who are acutely ill should not attend classes until the illness has resolved. Requests from parents to keep a child in at lunchtime are not encouraged. A child too sick to play with their peers should not be in school.

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 an ambulance will be called.

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 to act in the interests of all stakeholders.

Prescription medication

Prescription medication can only be stored/administered in the school following the submission of the written authority of the parents/guardians to the school Principal. This authority should authorise school representatives and/or Special Needs Assistants to administer the medication and include written confirmation from a medical practitioner that the medication is such that a non-medical person may administer/supervise administration, together with confirmation of the medical dose and circumstances under which it should be given. There should also be a prescription provided which clearly states the student's name, name of the drug, the dose, the time, the circumstances under which it should be given and how it should be administered.

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.

School representatives who administer medication will be provided with training as required, and records of any such training will be maintained by the school.

The school reserves the right, after due consideration, to deem the authority to administer medication to be invalid in circumstances where it is inappropriate.

The authority from parents/guardians requesting administration of medicines must be accompanied by the Authority for Administration of Medication – Information and Consent Form (see Appendix 2), summarising essential information to inform training of staff and safe administration of the medication.

Parents/guardians will also be asked to provide a signed Indemnity Form (see Appendix 3).

Where a student may require medication, a minimum of three staff representatives will be identified to ensure cover during sick leave, training days, etc. and inform contingency planning.

Parents/guardians will be informed of staff representatives who are authorised to administer medication. Alternative options will be discussed with the student's parents/guardians in circumstances of unavailability.

If it is agreed that the medication can be stored and administered in the school, it will usually be stored in the designated first aid box outside the school office. However, where this should pose a hazard (e.g., inhalers or adrenaline auto injector, which may be required urgently), it will be securely stored in a sealed, transparent, unbreakable container labeled with the student's name, date of birth, expiry date, dosage, circumstances under which it should be administered and consent of the parent/guardian to self-administer and be kept on their person. It is the responsibility of the parents/guardians to ensure that the prescription is up to date and correctly reflected in the medication stored in the school and that the instructions for its administration are clear and up to date. Where possible, medication should be self-administered by the student under adult supervision.

It is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock and that it has not passed its expiry date. In the event that medication passes its expiry date without being used, the student's parents/guardians will take responsibility for its safe disposal (usually by returning it to the pharmacy). Parents must take home the medication at the end of each term and bring in new supplies at the beginning of each term.

It may be necessary to store medication in a controlled temperature environment of 4°C in a refrigerator. If this is the case the medications will be stored separately to food and other items in the SNA room fridge. The medication will be stored in a secure container so as to avoid interference/tampering with the medication(s). **A change in medication** and/or dosage will require **immediate** submission of an updated

request form to be submitted as outlined above. All changes should be in writing and accompanied by a new consent form so that a current date is included on file. In either case the Request for Administration of Medication – **Information and Consent Form will need to be updated.** It is the responsibility of the parents/guardians to ensure that the **dosage noted on the container in which their child’s medication is stored is also amended.**

A written record of all medication administered in the school will be maintained. When medication is administered by school representatives to treat an emergency (e.g., allergic reaction, asthma attack, seizure, hypoglycemia, etc.), parents/guardians will be notified by telephone. Under certain circumstances, it may be appropriate for an older student to retain medication in their own possession and take responsibility, with the consent of their parent/guardian, for self-medication, and they should engage at all times with the Principal with regard to any issues identified, failing which, they cannot expect the Authority granted to be of any effect. ***A written authority to the Principal together with the documentation outlined above is still required, however, the school will not maintain a record of medication use in circumstances where it is in the control and possession of the child as school representatives will have no involvement in respect thereof and cannot account for loss or misuse thereof.***

When consensual self-administration is routine (e.g., bronchodilator pre-PE in a child with exercise induced asthma) and witnessed by school representatives, a note will be placed in the child’s school journal with responsibility for monitoring same resting with the Parents/Guardians.

The Principal will audit the medication books at least once a year to ensure that the actual administration of medication complies with the information on the Authority for Administration of Medication – Information and Consent Form (Appendix 2 and Appendix 3). 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. **Please note that all prescribed medications must be prescribed in writing by a medical practitioner every six months.**

Responsibility for Administration of Medication Procedure to be followed by parents who require the administration of medication for their children.

1. The parent should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
2. Parents are required to provide written instructions from a General Practitioner (GP) outlining the procedure to be followed in the administration and storing of the medication.
3. Parents are responsible for ensuring that the medication is delivered to the school and handed over to the Principal or Deputy Principal and for ensuring that an adequate supply is available.
4. Parents are further required to indemnify the Board and authorise 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 insurers accordingly.

5. Changes in prescribed medication (or dosage) should be notified immediately to the Principal or Deputy Principal with clear written instructions of the procedure to be followed in storing and administering the new medication.
6. Where students are suffering from life threatening conditions, written instruction from a GP must be supplied by parents to the Principal or Deputy Principal setting out clearly what should and what should not be done in an emergency situation, in particular reference to what may be a risk to the child.
7. Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

Responsibilities of Staff Members

1. No staff member can be required to administer medication to a student.
2. Any staff member who is willing to administer medicines should do so under strictly controlled guidelines, following training, in the belief that the administration is safe.
3. Written instruction on the administration of the medication must be provided.
4. Medication must not be administered without the specific authorisation of The Board of Management.
5. In administering medication to students, staff members will exercise the standard of care of a reasonable and prudent parent.
6. A written record of the date and time of administration will be kept.
7. 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. Please refer to the First Aid policy for more information on this.
8. Parents should be contacted should any questions or emergencies arise.

Safe disposal of medications.

Parent(s) or guardian(s) must ensure that an adult collects out-of-date medication. Used Adrenalin auto injectors (Anapens) must be given to the attending ambulance crew.

Disposal of Sharps

Sharps boxes must be used for the safe disposal of needles. (A sharps box is a small yellow plastic container with a protective lid that is used for the disposal of used needles). The parent(s) or guardian(s) must provide the school with a sharps box. All sharps' boxes in this school will be stored in a locked filing

cabinet when not in use unless alternative safe and secure arrangements are put in place on a case-by-case basis. If a sharps box is needed on an off-site or residential visit, a named member of staff will be responsible for its safe storage and will return it to school or the student's parent(s) or guardian(s). The parent(s) or guardian(s) must arrange collection and disposal of sharps boxes.

Timeframe for Review

This Policy will be reviewed on a regular basis.

Early review will be undertaken if:

- A clinically significant discrepancy is identified between the medication administered and that authorised on the relevant 'Authority 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.

Adoption and Communication

The Board of Management adopted this policy at a meeting on **7 February 2024** and the policy is available on the school website.

Appendix 1 - the following information is collected in the acceptance form

SECTION 5 - MEDICAL DETAILS			
The following information is requested in the event of a medical issue arising during school activities. Please note it may be necessary to disclose this information to staff in certain circumstances in the vital interest of the student.			
Please tick as appropriate	Yes	No	If yes, please provide details
Does the student have allergies?			
Does s/he suffer from any medical condition that we should know about? For example, asthma, diabetes, epilepsy, etc.			
Is the student on long term medication of which the school needs to be aware?			
Does s/he suffer from any medical condition that may necessitate the administration of emergency medicine/treatment on the school premises?			
Has the student ever been referred to any outside agency? (<i>i.e.</i> , Psychologist, Speech & Language Therapist, Occupational Therapist, Social Worker, etc.) If so, please provide copies of these reports to the school.			
Please list details of any serious medical/health concerns for the student of which the school should be aware.			
Doctor's Name:			
Contact Details:			

Appendix 2 - Authority for Administration of Medication

For the administration of medication to students under 18 years to be signed by a parent/guardian.

Student's name:	
Date of birth:	
Name of medication:	
Dosage:	

Condition for which medication is required:	
Under what circumstances should medication be given to the student at school/college?	
Instructions for how medication is to be administered:	
Other medication being taken:	

Appendix 3 - Administration of Medicines in Schools/Colleges – Indemnity Form

THIS INDEMNITY made the _____ day of 20____ BETWEEN

(lawful father and mother/guardians of)

(hereinafter called 'the parent/guardians' of) the
One Part) AND for and on behalf of Coláiste Mhuire Co-Ed Board of Management as administrators of
Coláiste Mhuire Co-Ed at Thurles, in the County of Tipperary 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 Coláiste Mhuire Co-Ed.
2. The student presents on an ongoing basis with the condition known as

3. The student may, while attending the said educational institution, require in emergency
circumstances the administration of medication, viz

<name of condition>.
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.

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/course coordinator, staff, and students of the said school 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 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.

Signed: _____

PARENTS SIGNATURE

Student Name: _____