

# St Brendan's National School, Clonfert Administration of Medicines Policy



## **Introduction:**

This policy was drafted through a collaborative school process. It will be presented to the Board of Management for ratification.

## **Rationale:**

The policy as outlined was put in place to;

- Clarify areas of responsibility
- To give clear guidance about situations where it is 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 a pupil that has a risk of anaphylaxis
- Safeguard school staff that are willing to administer medicine
- 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
- 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 section on Health/Medication in the application form when enrolling their child/ren in the school.
- No teacher/SNA is obliged to administer medicine or drugs to a pupil and any teacher/SNA 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. (Appendix 1)
- In general, medicines will be administered by the parents/guardians outside of school hours.
- 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 a locked cabinet in the GP store room if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage.
- 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. (appendix 2)
- This does not imply a duty upon teachers to personally undertake the administration of medicines or drugs.
- Parents/guardians are to inform the school immediately if the pupil develops a medical condition/allergy at any point during the school year. Where such a medical condition requires the administering of medication parents/guardians are required to complete an Administration of Medicine form (appendix 1)
- Parents/guardians must inform the school immediately of any change in medication/change in dosage. (appendix 2)

### **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.

### **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, with reference to what may be a risk to the child. 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. (Appendix 1)

### **Guidelines for the Administration of Medicines**

#### **Permission:**

- Parents must write requesting the Board of Management to authorise the administration of the medication in school. (Appendix 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 instructions of the procedure to be followed in administering the medication. This information must be provided in a letter from the child's doctor. (Appendix 2)
- 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.

#### **Record Keeping:**

- A written record of the date and time of administration must be kept by the person administering it. (Appendix 6)
- Parents/Guardians are responsible for ensuring that medication is supplied to the school and replenished when necessary.
- Emergency medication must have exact details of how it is to be administered.

#### **Insurance:**

- The BoM must inform the school's insurers accordingly of medication for life threatening conditions.
- 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 and during school related activities. (Appendix 1)
- All correspondence related to the above are kept in the school.

#### **Medicines**

- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

- 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.
- 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.
- Children should be responsible for their own medication with due regard to the age of the child.

#### **Guidelines for a Pupil with a Risk of Anaphylaxis**

Anaphylaxis is a severe and sudden allergic reaction which occurs when a person is exposed to an allergen to which they are sensitive. The causes of allergic reaction can include food such as nuts, seafood, eggs, wheat and other triggers such as insect stings and drugs but, on rare occasions, there may be no obvious cause. If a pupil with allergies shows symptoms of a reaction, an Adrenaline auto – injector needs to be administered e.g EpiPen.

#### **Responsibilities of the Board of Management and Staff**

##### **Prior to the child starting school:**

- Identify pupils at risk of anaphylaxis during the enrolment process
- Meet with parents/guardians before the school year begins or when the pupil is newly diagnosed.
- Provide anaphylaxis training for staff members
- Ensure that all teaching staff are familiar with the signs and symptoms of anaphylaxis and the appropriate response procedures. (Appendix 3 and 4)
- Identify staff members that are willing to administer medicine during an anaphylaxis reaction. Ensure that these staff members have permission from the Board of Management.

##### **In – school procedures:**

- Ensure that parents/guardians supply the school with a fully equipped and medically prescribed Anaphylaxis Emergency Kit. This kit should contain two adrenaline auto injectors, emergency contact details, parent/guardian contact details ,a blank piece of paper and a pencil to write down the exact time of administration of adrenaline.

- Ensure that the Anaphylaxis Emergency Kit is carried with the child at all times – school tours, matches etc. A mobile phone should also be taken on all outings and trips off the school premises.
- Establish an Anaphylaxis Emergency Response Plan and Procedure (Appendix 3)
  - within the classroom
  - on the playground
  - off – site school related activity
- All staff need to be familiar with the Anaphylaxis Emergency Response Plan and Procedure.
- All classrooms and the school office should have brief reference guides displayed which show
  - Symptoms of an Anaphylactic Reaction (Appendix 4)
  - How to use the EpiPen (Appendix 5)
- Keep a written record of staff who have undertaken training in the use of the adrenaline auto – injectors, such as the EpiPen. (Appendix 7)
- Substitute teachers or others involved in the supervision of pupils should be aware of the needs and emergency procedures for pupils at risk of an anaphylactic reaction.
- Be aware of allergic triggers that may cause a pupil to experience an anaphylactic reaction and minimise the risk for the pupil by reviewing class activities, supplies and materials to ensure that, so far as is reasonably practicable, they are allergen free.
- Discourage pupils from sharing lunches or trading snacks.
- Maintain effective communication with parents/guardians.

### **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 Boxes:

The first aid bag is stored in the GP store room and brought out on yard for break and lunch. Mini first aid kits are available in each classroom. A first aid bag is taken when children are engaged in out of school activities such as tours, matches and forest school.

#### 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.

#### 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.

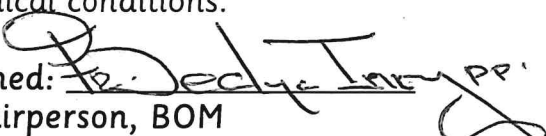
#### Success Criteria:

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 medicine remains with parents/guardians

#### Ratification and Review:

This policy was ratified by the BoM on 04/06/2024. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

Signed:  PP'  
Chairperson, BOM

Date: 20/6/24

Signed:   
Principal

Date: 20/6/24

**Appendix 1**  
**Administration of Medication to Students**



**Request to Board of Management of *Clonfert National School*.**

1. I / We, the parents / guardians of ..... ask the Board of Management of *Clonfert National School* to allow a member of staff to give medication to my child .....
2. I enclose a letter from Dr. .... Stating:
  - (a) Why the medication is needed
  - (b) Name of medication
  - (c) Time the medication should be administered
  - (d) Dosage to be administered
3. Should there be any change in medication, I/we will write to the Board of Management before this change takes place to notify them of same
4. I /We understand that the school's insurers will be notified of this arrangement
5. I/We indemnify the Board of Management in respect of any liability that may arise regarding the administration of the medication

**Signed:** .....

Parent / Guardian

**Date:** .....

**Signed:** .....

Parent / Guardian

**Date:**.....

## Appendix 2



### Administration of Medication to Students

Dear Doctor,

The Board of Management of *Clonfert National School* requests that the information required below be provided relating to medication which is administered to students during school hours.

A letter stating:

- (a) Why the medication is needed.
- (b) Name of medication
- (c) Time the medication should be administered
- (d) Dosage to be administered

The parents /guardians of .....  
have been asked to return the information to the school and to advise of  
any changes to this regime in the future.

Many thanks for your co-operation in this matter.

Yours Sincerely

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Principal.



## Appendix 3

### Anaphylaxis Emergency Response Plan and Procedures

What to do in an emergency:

Procedure:

In classroom:

1. Inform the teacher in the adjoining classroom using the phrase "Code Red". This teacher will then go to the GP store room and get the Anaphylaxis Emergency Kit from the First Aid cabinet.
2. When the teacher returns, they will escort the other pupils from the area of treatment and supervise them.
3. Administer the EpiPen by following these instructions
  - Grasp the EpiPen in the dominant hand
  - Take off the blue cap from the top of the EpiPen
  - Jab the EpiPen firmly into the outer thigh of the pupil. Hold the EpiPen in this position for 10 seconds.
  - Remove the EpiPen after 10 seconds and gently massage the injection area for 10 seconds.
4. Call an ambulance using the teacher's mobile phone and state:
  - name and age of pupil
  - that we believe them to be suffering from anaphylaxis and that the EpiPen has been administered
  - the cause of the trigger (if known)
  - the school name, address and eircode (H53 EW70)
  - call the parents/guardians
5. Position the pupil in the most suitable position according to their symptoms. If the pupil is unconscious, they must be placed in the recovery position. (see picture on next page)
6. Note the time that the EpiPen was administered. There is a blank piece of paper and a pencil in the Anaphylaxis Emergency Kit and this can be used to make note of the time of administration. Keep the EpiPen and give it to the ambulance crew when they arrive.
7. Continue to assess the pupil's condition. If there is no improvement a second EpiPen will have to be given.
8. Continue to monitor the pupil until the ambulance arrives.

On yard:

1. Send SNA on the yard to the staff room and ask them to use the phrase "Code Red".
2. Another teacher will locate the Anaphylaxis Emergency Kit in the GP store room and bring it out to the yard. They will then escort the pupils from the yard and supervise them elsewhere.
3. Follow guidelines 3 – 8 as above

### **Out of school:**

The Anaphylaxis Emergency Kit must be brought on all out of school trips – matches, tours, forest school,

1. Inform other teachers/SNA using the phrase “Code Red”
2. Pupils will be escorted from the area of treatment and will be supervised elsewhere.
3. Follow guidelines 3 – 8 as above.

### **Other points to note:**

- The EpiPen will be sent home at the end of each term.

## Appendix 4 Symptoms of an Anaphylactic Reaction

Symptoms that the pupil displayed during their previous reaction:

- Rash on legs, abdomen and face
- Swelling of hands and legs
- Bluish discoloration of the fingers

Other symptoms that may occur:

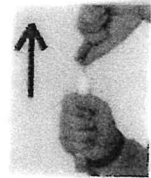
- Difficulty breathing
- Swelling of tongue
- Swelling/tightness in throat
- Swelling of face/lips/eyelids
- Difficulty talking/hoarse voice
- Wheeze or persistent cough
- Loss of consciousness/collapse
- Pale and floppy

# Appendix 5

## How to use the EpiPen:

- Remove the EpiPen from the carry case:

1. Grasp the EpiPen in the dominant hand.



2. Remove the blue cap from the top of the EpiPen.

3. Hold the EpiPen at a distance of approximately 10cm away from the outer thigh.



4. Jab the EpiPen firmly into the outer thigh. Hold the EpiPen in this position for 10 seconds.



5. Remove the EpiPen after 10 seconds and gently massage the injection area for 10 seconds.



6. Position the pupil in the most suitable position according to their symptoms. If the pupil is unconscious, they must be placed in the recovery position.

1



2



3



4



**Appendix 6**  
**Record of administration of Medicines**

Pupil's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage Administered: \_\_\_\_\_

**Administration Details**

<b>Date</b>	<b>Time</b>	<b>Dosage</b>	<b>Signature</b>

## Appendix 7

### Record of Staff Training

**Training Course:** First Aid (PHECC)

**Trainer:** Mary Devery

**Date of training:** 9<sup>th</sup> November 2023, 30<sup>th</sup> November 2023

**Date for updated training/retraining:** November 2025

**The following people attended the training detailed above:**

Nicola Kilmartin  
Anne Marie Hyland  
Catherine Brennan  
Jacinta Downey  
Brenda Coghlan  
Edel Burke

**Training Course:** Heartsaver AED Course (Adult and Child) with a focus on the administration of the EpiPen.

**Trainer:** Joe Fahy, Portiuncula Hospital, Ballinasloe, Co.Galway.

**Date of training:** 12<sup>th</sup> November 2018

**Date for updated training/retraining:** November 2024

**The following people attended the training detailed above:**

Anne Marie Hyland  
Edel Burke