



Scoil Náisiúnta Phadraig Naofa,
Avoca,
Co. Wicklow
Roll No 18198A

The Administration of Medicines

While the Board of Management (BOM) has a duty of care 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 medicines.

The BOM requests parents to ensure that teachers and support staff be made aware in writing of any medical condition suffered by any children in their class.

- Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without written consent of parents and the specific authorisation of the BOM
- The medicine should not be kept by the pupil but in a locked cupboard out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children, or Epipens (to counteract the effects of severe nut allergies) must be readily accessible at all times of the school day
- The medicine should be self-administered if possible, under the supervision of an authorised adult
- A written record of the date and time of administration must be kept
- A staff member should not administer medication without the specific authorisation of the Board or without the parents having signed an indemnity form.
- No teacher can be required to administer medicine or drugs to a pupil.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- 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.

- Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school
 - Written details are required from the parent/guardian to the BOM giving the name of the child, name and dose of medication; whether the child should be responsible for his/her own medication; the circumstances in which medication is to be given by the staff member and consent for it to be given; when the parent is to be notified and where s/he can be contacted. It is the parent's responsibility to check each morning whether or not the authorised staff member is in school unless an alternative arrangement is made locally
 - Where children are suffering from life changing conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what maybe a risk to the child
 - Parents are further required to indemnify the BOM and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The BOM will inform the school's insurers accordingly.
 - Where possible the family doctor should arrange for administration of prescribed medicines outside of school hours
 - Where permission has been given by the BOM for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil
 - 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.
 - Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary. This includes the responsibility for ensuring that the medicine is not out of date.
 -
- The following guidelines are in place with regard to pupils with a Nut Allergy**
 Staff will advise children not to offer or exchange food, sweets, lunches etc.
 If going off site medication must be carried.

In the event the pupil comes in contact with peanuts

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow him to breathe calmly as he will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the pen be administered. Before or immediately after Pen has been administered, an ambulance must be called.

Indicators of shock include

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

First Aid Boxes:

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

First Aid Boxes are kept in strategic locations throughout the school. These boxes contain anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. These first aid kits are stored securely.

Pictures of children with specific conditions such as epilepsy, nut allergies or asthma will have their treatment protocol distributed to every adult working in the school. A copy of the protocol is kept in the medical file. Any medicine is kept in the sealed cabinet located in the staff room.

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.

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. The maintenance and replenishment of First Aid Boxes is a post of responsibility within the middle management structure in the school.

Covid 19 Addendum

Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how (add name of school) will deal with a suspected case that may arise during the course of work.

A designated isolation area should be identified within the school building. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in **Scoil N. Phádraig Naofa, Avoca**, the following are the procedures to be implemented:

If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately

- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery Arrange for appropriate cleaning of the isolation area and work areas involved

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

Parents should ensure that these procedures are clearly understood before submitting any request to the BOM

This policy was ratified by the BoM on the 28th of September 2021. The amended policy will be implemented with immediate effect.

Valerie Twomey (Chairperson) Mary Cahill (Principal)

Valerie Twomey

Mary Cahill

Date

This policy will be reviewed as and when necessary.

Board of Management of S.N. Phádraig Naofa, Avoca.

Marion Canavan(Chairperson)



Administration of Medicines

Indemnity

This Indemnity made the _____ day of _____ 20_____ between
_____(lawful parents/guardians of
_____(hereinafter called “the Parents”)

of the One Part and **Marian Canavan** for and on behalf of the Board of Management of **Scoil Náisiúnta Phádraig Naofa** situated at **Avoca** in the County of **Wicklow** (hereinafter called “The Board”) of the Second Part.

Whereas:

1. The parents are the lawful parents 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 the administration of medication.
4. The parents have agreed that the said medication may be administered by a

member of staff of the said school as designated by the Board (Teacher, Principal or Special Needs Assistant).

Now it is hereby agreed by and between the parties hereto as follows:

a) In consideration of the Board entering into the within agreement, the lawful parents 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 teachers, the Principal and support staff of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medications.

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 parents in the presence of: _____

Signed and sealed on behalf of the school

in the presence of: _____

INFORMATION FOR PARENTS REQUESTING BOARD OF MANAGEMENT APPROVAL FOR ADMINISTRATION OF MEDICINE WITHIN SCHOOL HOURS

In order to apply to the Board of Management of Avoca School for authorisation for a staff member to administer medication, the following information must be included:

- The name and address of the child.
- The name and dose of the medication.
- Whether the child should be responsible for his/her medication.
- The circumstances in which medication is to be given by a staff member. This should include specific instructions re: time of day, dosage and method of administration.
- Consent for it to be given.
- When the parent is to be notified.

If possible, a G.P.'s letter should also be included where children have life threatening conditions, outlining clearly in writing what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.

It is the parent's responsibility to check each morning whether or not the authorised staff member is in school unless an alternative arrangement is made locally.

Request for administration of medication should be renewed at the beginning of each school year.

Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly. Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent(s), with clear written instructions for administration, giving the name of the pupil.

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 medicine.

Covid 19 Addendum

Dealing with a suspected case of Covid-19

Staff or pupils should not attend school if displaying any symptoms of Covid-19. The following outlines how (add name of school) will deal with a suspected case that may arise during the course of work.

A designated isolation area should be identified within the school building. The possibility of having more than one person displaying signs of Covid-19 should be considered and a contingency plan for dealing with additional cases put in place. The designated isolation area should be behind a closed door and away from other staff and pupils.

If a staff member/pupil displays symptoms of Covid-19 while at work in **Scoil N. Phádraig Naofa, Avoca**, the following are the procedures to be implemented:

If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately

- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
Arrange for appropriate cleaning of the isolation area and work areas involved

The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.