

OUR LADYS SECONDARY SCHOOL



Administration of Medication

Our Lady's Mission Statement

Our Lady's Secondary School is a Voluntary Catholic Secondary School operating under the trusteeship of CEIST according to the traditions of the Sisters of Mercy. We, the staff and students, enjoy working together to realise our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge. We take a holistic approach focusing on the wellbeing and development of each individual socially, culturally and academically. Within our school community, each student is treated equally. All are considered uniquely talented, with effort valued as much as excellence. On a day-to-day basis, the Christian message inspires everyone in the school to be charitable, inclusive and understanding.

School Context

Our Lady's Secondary School is a Voluntary Catholic School under the trusteeship of CEIST. The school is Co-Educational and currently has approximately 800 students and over 60 teachers as well as a range of ancillary and support staff. The school has a Board of Management comprised of Trustee Nominees, Teacher Nominees and Parent Nominees. The Board of Management delegates the day-to-day running of the school to the Principal. The school supports the principles of inclusiveness, equality of access and parental choice in relation to enrolment. In supporting these principles it also recognizes the rights of the Trustees CEIST, the Religious and Educational Philosophy of the Sisters of Mercy and the funding and resources available.

Mercy Philosophy of Education

Inspired by the vision of Catherine McAuley, Mercy Education is committed to holistic development and to the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised. It is a process informed and influenced by the teaching and example of Jesus Christ and is conducted in an atmosphere of care, respect and joy. Mercy Education is committed to ongoing whole school development in collaboration and partnership with the Board of Management, Staff, Students, Parents/Guardians and the wider community.

CEIST Core Values

The Core Values of CEIST are:

- Promoting Spiritual & Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

This policy was created in accordance with Our Lady's Vision Statement.

Rationale:

The policy as outlined was put in place to:

- Clarify areas of responsibility for staff, students and parents.
- To give clear guidance about situations where it is not appropriate to administer medicines.
- To outline procedures to deal with a student with a nut allergy and safeguard staff that are willing to administer medication.
- Protect against possible litigation.

Relationship to School Ethos

Our Lady's promotes positive home and school interaction. This policy is in keeping with the School ethos through the provision of a safe, secure and caring educational environment and the furthering of positive home and school links.

Aims & Objectives of this Policy:

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to students and staff on the School premises.
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements.
- 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.

General Procedures:

- Parents / Guardians are required to inform the Principal of any medical conditions when enrolling their child in the school. Parents should update the Principal if there is any significant deterioration in the child's condition that makes an emergency type situation more likely.
- Parents / Guardians are required to inform the Principal if a student has been diagnosed with a medical condition that could impact on his / her education while enrolled in the school.
- The Board of Management requests Parents / Guardians to ensure that teachers and those involved in relevant extracurricular activity be made aware in writing of any medical condition suffered by any student in their class. This, however, does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.
- Teachers have a professional duty to safeguard the health and safety of students, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Parents/Guardians are invited to contact the Principal immediately if they have any concerns about the implementation of this policy in relation to their child's medication and they should engage at all times with the Principal and administrators with regard to any issues identified.
- The Board of Management reserves the right, after due consideration, and in extreme circumstances, to refuse a request to administer medication.
- The Board of Management reserves the right to request written confirmation of medical advice from the child's doctor, including confirmation of the medication dose and circumstances when it should be given.

Long Term Health Problems

- Where there are students with long-term health problems, it is the responsibility of the parent/guardian to ensure proper and clearly understood arrangements for the administration of medicines are made with the Board of Management. This would include measures such as self-administration, administration under the supervision of a parent/guardian or administration by school staff.
- If a student requires self-administration on a daily basis and Parents / Guardians have requested storage facilities, they must request in writing such facilities and are responsible for the provision of medication and notification.

Life Threatening Condition

- Where students 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 1-3).
- If emergency medication is necessary, arrangements must be made with the Board of Management.
- The Parents / Guardians in respect of any liability that may arise regarding the administration of medication must sign a letter of indemnity.

- If a student requires self-administered medicine on a daily basis and Parents / Guardians have requested storage facilities, they must request in writing such facilities and are responsible for the provision of medication and notification.

Guidelines for the Administration of Medicines

- The school generally advocates the self-administration (e.g. inhalers etc.) of medicine under the supervision of a responsible adult, exercising the standard of care of prudent Parents / Guardians.
- No staff member is obliged to administer medicine or drugs to students.
- Parents / Guardians of the student 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).
- Parents / Guardians must write requesting the Board of Management to authorise the administration of the medication in school.
- 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. Parent/Guardian is responsible for ensuring any medicines stored within the school are within the ‘best before’ date range.
- If the medication needs to be stored at a specific temperature the school must be advised in that regard. The medication should not be stored near food.
- A written record of the date and time of administration must be kept by the person administering it (Appendix 4).
- Parents / Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
- A change in medication and/or dosage will require immediate submission of a new updated “Request for Administration of Medication – Information and Consent” form. 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.
- Emergency medication must have exact details of how it is to be administered.
- The Board of Management must inform the school’s insurers accordingly.
- Parents / Guardians 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 see appendix 5.
- All correspondence related to the above will be kept in the school.
- Students requesting non-prescription tablets will be required to call home, from the School Office for approval before tablets will be dispensed.
- The school recognises that Special Needs Assistants have a close working relationship with their students and may have to on occasion administer their medication in line with school procedures.

Medicines

- Non-prescribed headache tablets will be stored and administered to students in the School Office but only with parental permission.
- A staff member must not administer any medication without arrangements having been put in place as outlined earlier and without specific authorisation of the Board of Management.
- Arrangements for the storage of certain emergency medicines which must be readily accessible at all times will be arranged by the Principal.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher / SNA if not the Parent / Guardian.
- No staff member can be required to administer medicine or drugs to a student.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the Parents / Guardians contacted.
- It is not recommended that students keep medication in bags, coats, etc.
- If any medication is to be given to a student that is not covered by Appendix 1, 2 or 3, the product's strength, expiry date and recommend dose should be checked by two members of staff and a record of same kept on an administration sheet. This should be signed by the student and the administering adult.

The following guidelines are in place with regard to students with a Nut Allergy

- Staff dealing with the student should not knowingly eat nuts or any item with nut trace.
- Advise other students not to offer or exchange foods, sweets, lunches etc.
- If going off-site, medication must be carried.

In the event a student comes in contact with peanuts

- Only in the event of anaphylactic shock should the pen be administered.
- It is considered best practice that two Anapens are made available in the case of Anaphylaxis, one should be with the student at all times and the second one should be stored in the Office. This should never be kept in a locked room. A second Anapen may be given after five minutes if the patient is not responding.
- Pen is stored in a very accessible place with the Principal's approval.
- Before or immediately after Pen has been administered, an ambulance must be called.
- Immediately after the pen has been administered the student's Parents / Guardians should be contacted.

Indicators of shock include

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

Emergencies:

- In the event of an emergency, staff 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 student into Accident and Emergency without delay. Parents / Guardians will be contacted simultaneously.
- In addition, Parents / Guardians must ensure that the school is made aware in writing of any medical condition, which their child is suffering from. For example students who are epileptics/diabetics etc. may have a seizure/episode at any time and the school must be made aware of symptoms in order to ensure that appropriate persons may give treatment.
- Written details are required from the Parents / Guardians outlining the student'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 / Guardians should also outline clearly proper procedures for students 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 at the start of each academic year. It is the responsibility of the parents/guardians to notify the school immediately if the emergency number has been changed.

First Aid Boxes:

A full medical kit is taken when students are engaged in out of school sports activities and tours. It is understood that this may not be possible on overseas trips. A number of staff are trained in first aid. A list of those trained is made available in a health and safety document in each room. The school also has a number of defibrillators located in the school. A list of all staff that are trained in its use is attached to the defibrillators. A defibrillator is made so that a member of the public can use it. Once the defibrillator is turned, it prompts the user. Therefore, in an extreme emergency situation an untrained individual may use the defibrillator.

General Recommendations:

We recommend that any student who shows signs of illness should be kept at home. Requests from Parents / Guardians to keep their child in at lunch break are not encouraged. A student too sick to attend the School or play with peers should not be in the school.

Roles and Responsibilities:

The Board of Management 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 members of the School community.
- Ensuring the primary responsibility for administering medication remains with Parents / Guardians.

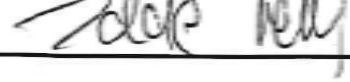
As a guide to best practice in emergency situations, a series of 'first responder guides' will be shared with staff and made available in classrooms.

Relationship to other school Policies and Procedures:

The Administration of Medication Policy should be read in conjunction with other relevant policies e.g. Health and Safety Policy, Child Protection Policy, Special Educational Needs Policy.

Signed 
Chairperson, Board of Management

Date: March 28th 2023

Signed 
Principal

Date: March 28th 2023

Appendix 1 Medical Condition and Administration of Medicines

Student's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

Student's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage details: _____

Dosage required: _____

Is the student 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 academic day as it is absolutely necessary for the continued wellbeing of my / our child. I / We understand that the School has may have no facilities for the safe storage of prescription medicines and that the prescribed amounts may be brought in daily. I / We understand that we must inform the School of any changes of medicine / dose in writing and that we must inform the School each year of the prescription / medical condition. I / We understand that no staff personnel have any medical training and we indemnify the Board of Management from any liability that may arise from the administration of the medication.

Signed _____

Parent / Guardian

Parent / Guardian

Date _____

Appendix 2 Allergy Details

Type of Allergy:

Reaction Level:

Medication:

Storage details:

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:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

To include: Dial 999 and call emergency services.

Appendix 4 Record of administration of Medicines

Student's Name: _____

Date of Birth: _____

Medical Condition:

Medication:

Dosage Administered:

Administration Details (When, Why, How)

Signed: _____

Date: _____

Appendix 5

ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the day of 20..... BETWEEN
.....

Lawful parent(s) or guardian(s) of, hereinafter called 'the parents' of the One Part AND..... for and on behalf of the Board of Management of Our Ladys Secondary School, situated at Castleblayney in the County of XXXX (hereinafter called 'the Board') of the Other Part. WHEREAS: 1. The parents are respectively the lawful father and mother or guardians 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 member 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 hereto as follows: a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother 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 parents in the presence of: SIGNED AND SEALED by the said school authority in the presence of: