

Brannoxtown CNS

Administration of Medicines Policy

Brannoxtown Community National School (CNS) is a primary school under Patronage of Kildare and Wicklow Education and Training Board (KWETB). Brannoxtown CNS opened in September 2018 with a new Principal, Dr. Sarah FitzPatrick. Brannoxtown CNS operates within the regulations laid down by the Department of Education and Skills (DES) and follows the Primary School Curriculum (DES, 1999) which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The Principal and the Board of Management fully subscribe to the principles of partnership, accountability, inclusion, respect for diversity, parental choice and equality, in developing and implementing all school policies.

1. Introduction

This policy on Administration of Medicines has been developed to provide information and guidelines to parents¹ and to teaching staff about administering medicine during the school day. This policy was drafted through a collaborative school process and was ratified by the Board of Management on 11th of February 2020. This policy is intended for internal use in the school and may be viewed by parents in the administration office or on school website.

2. Rationale

The policy was developed to safeguard school children and also staff, the principal and members of the school's Board of Management regarding the administration of medicines at Brannoxtown CNS. The policy was created to:

- Clarify the **responsibilities** of children, parents, staff, the principal and members of the Board of Management regarding the administration of medicines in Brannoxtown CNS.
- Specify the **appropriate procedures** to be followed by school staff in administering medicines to children with specific diagnoses/conditions.
- Give clear guidance on situations where it is **not appropriate to store or administer medicines**.
- Protect against possible litigation.

3. Relationship to School Ethos

The school promotes positive home-school communications, 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 ethos of our school, Brannoxtown CNS, in prioritising a safe, secure and caring school environment for all children and positive relationships with one another and with/among school staff and parents.

4. Policy Objectives

The objectives of this policy on Administration of Medicines at our school are to:

- Minimise health and safety risks to children and staff of Brannoxtown CNS.
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements and obligations for Brannoxtown CNS.
- Provide a framework within which medicines may be administered in cases of emergency or in instances where administration has been agreed with parents.

¹ The word 'Parents' refers to Parents and Guardians of children attending Brannoxtown CNS.

5. Obligations and Authorisations

Parents are required to disclose any health/medical issues when enrolling their child(ren) at Brannoxtown CNS. Parents are to inform the school immediately if a child develops a medical condition/allergy at any point during the school year which has not previously been disclosed to the school.

Teachers have a professional duty to safeguard the health and safety of children, both when they are authorised to be on the school premises and when they are engaged in authorised school activities off-site. No staff member **is obliged** to administer medicine or drugs to children. No staff member **is authorised** to administer medicine/drugs to children without the prior approval, in writing, of the Board of Management.

Parents are responsible for ensuring that teachers are aware of any medical condition suffered by any child in their class and such notice must be provided in writing. This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs. The principal will keep a record of those teachers who agree to undertake the administration of medicines.

6. Ongoing Medical Requirements and Life-threatening Conditions

For children with specific health conditions/illnesses requiring ongoing medication, parents are responsible for requesting arrangements for the administration of medicines from the Board of Management. This includes measures such as self-administration, administration under parental supervision or administration by school staff.

Where children are suffering from life threatening conditions, parents must clearly outline, in writing, the procedures to be followed in an emergency situation, with particular reference to indicators of risk for the child (Appendix 1 and 2). As noted, requests for the administration of emergency medication are directed to the Principal who responds based on the advice of the school's Board of Management. As noted earlier, **a letter of indemnity must be signed by parents in respect of any liability that may arise regarding the administration of medication.**

7. Storage of Medicines

- Unless a **written request is made to the Principal/Board of Management** and the relevant forms are completed (see Appendix items), prescribed medicines cannot be stored or administered to children at Brannoxtown CNS.
- In cases where the request is not made/approved, and medicines are found at school, such **medications will be secured by staff and immediately returned** to parents.
- School staff only administer prescribed medication when **arrangements are agreed in writing**, as outlined above.
- Prescribed medicines that cannot be self-administered are **stored in the administration office and in the child's classroom** as detailed in the 'In School Procedures' section of this policy.
- As noted earlier, **all medication must be clearly labelled** and dosage instructions specified, before being accepted by the school.
- In an emergency situation, **qualified medical assistance is secured at the earliest opportunity** and the child's Emergency Contacts called.

8. Administration of Medicines

Any staff member willing to administer medicine is bound by the guidelines specified below:

- In general, where needed, medicines are administered to children by their parents, **outside of school hours**.
- Prescribed medicines are only administered after parents of the child(ren) concerned have **written to the Principal** requesting the Board to authorise a member of staff to do so and have received the **Board's authorisation** in writing.
- The school does not permit the storage or administration of **non-prescription medication**.
- In respect of any liability arising from the administration of medicines, where possible, the school advocates **self-administration of medicine under the supervision of a responsible adult** (e.g. inhalers), who exercises the standard of care of a prudent parent.
- A small quantity of **prescription drugs/emergency medication are stored** in an unlocked drawer/press in the administration office and in the child's classroom, following agreement with parents, in writing.
- Medication provided to the school by parents is only accepted by the school if **clearly labelled**.
- Parents are responsible for the **provision of the correct quantity of medication**, ensuring that expiry dates on the medication have not passed, immediately notifying the school in writing of any change in dosage and replacing medicine in the event of expiry.

Children with a food allergy:

1. Parents inform the school about any food allergies their child may have.
2. Actions to respond to a child's allergic reaction will be decided on a case-to-case basis depending on severity of allergy, whether that specific food should be eliminated from the school environment etc.
3. Parents will be asked for clear instructions in writing as how the school should deal with the child presenting with signs and symptoms of an allergic reaction.

Children with anaphylaxis:

1. It is the responsibility of the parents to notify Brannoxtown CNS in writing if their child has a serious nut allergy. The information provided should note the severity of the allergy, known triggers, recognisable symptoms and procedures to be followed, etc. (Appendix items 1 and 2).
2. In accordance with the Healthy Eating Policy, Brannoxtown Community National School is a nut-free zone.
3. Where another child in the class has a trigger food in his/her lunch box, the trigger food is removed from his/her lunch box and sent to the office for safe disposal.
4. Children are advised not to offer or exchange foods, sweets, lunches etc.
5. When children travel off-site, i.e., leave the school grounds (e.g. school tour or nature walk), the staff member who has agreed to administer the medication is responsible for bringing it with him/her.
6. All staff are required to check instructions in respect of the child's allergy, displayed in the staffroom and the child's classroom (on a wall beside the teacher's table).

7. If a child is suspected of going into anaphylactic shock², an ambulance will immediately be called. The Anapen/Epipen will be administered to the child if the parent has completed the necessary paperwork. Any Anapen/Epipen administered is handed to the ambulance crew on arrival.

9. Procedures to Request and Agree Administration of Medicines

1. Parents of the child with special medical needs inform the Principal in writing of the child's condition/diagnosis, specifying all necessary details.
2. Parents request the Board of Management, in writing, to authorise the administration of the medication in school; all steps to be followed in administering the medication are specified (Appendix 1).
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicine(s) is/are brought to school by the parent.
4. A written record of the date and time of administration is kept by the staff member administering the medication (Appendix 3).
5. Parents are responsible for ensuring:
 - medication is supplied to the school
 - the expiry date is monitored
 - medication is replenished in the event of exhaustion. In the event that medication passes its expiry date without being used, the child's parents take responsibility for its safe disposal (usually by returning to the pharmacy).
 - the school is notified in writing of any change of dosage. A change in dosage (of the same medication) is provided when the parent completes Appendix 3 and submits this to the principal.
6. Parents are 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.
7. All correspondence related to the above is retained in the child's file in the school.
8. If going off-site/leaving the school grounds (e.g. school tour or nature walk) the staff-member who has agreed to administer the medication will carry it with him/her.
9. In the event of the school exiting the building due to fire, the class teacher will take any prescribed medications from the classroom out to the fire assembly points in the event that they are needed.
10. Emergency procedures pertaining to the administration of medicines for those who cannot self-administer (Appendix 2) will be visible in 2 locations across the school - the staffroom and the child's classroom (on a wall beside the teacher's table).

10. Emergencies

As noted, parents are responsible for ensuring that the Principal and class teachers are aware (in writing) of any medical condition their child has. 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. As noted, written details are required from parents (e.g., 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, etc.). Parents must specify the procedures for children who require medication for life threatening conditions.

² Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

In the event of an emergency, qualified medical treatment is secured and parents are informed at the earliest opportunity. Staff should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.

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.

The school maintains a register of contact details of all parents including emergency numbers, upon a child's admission to Brannoxtown CNS. Parents are responsible for notifying the school of any change to their contact details.

11. First Aid Boxes

First aid boxes are maintained on the ground floor and first floor of Brannoxtown CNS. First aid boxes contain the following medical supplies: anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. Staff bring medical supplies (a mini first aid kit) to off-site activities such as tours, football/hurling games and athletic activities.

12. Illness and Attendance at school

It is recommended that any child who shows signs of illness should be kept at home; requests from parents to keep their children indoors at lunch break, due to illness, are not encouraged. A child too sick to play with peers should not be in school.

13. Roles and Responsibilities

The Board of Management of Brannoxtown CNS has overall responsibility for the implementation and monitoring of this school policy on Administration of Medicines. The Principal is the day-to-day manager of routines contained in this policy with the assistance of all staff members. The Assistant Principal is the Health and Safety Officer and the maintenance and replenishment of First Aid Boxes is part of her post of responsibility within the middle management structure in the school.

Where feasible, the school's doctor will be consulted regarding administration of medicines or in circumstances where medical advice is sought:

Dr. Deirdre Collins

Kilcullen Family Practice, 12 Main St., Kilcullen, Co. Kildare.

Phone: (045) 481818

14. General record keeping – Detailed Information for staff

- All forms and letters concerning administration of medication are stored in the school's administrative office. These records are stored in compliance with relevant data protection legislation.
- When a letter regarding a change in dosage (or, for example, an updated Appendix) is received, this is dated and stapled to the FRONT of the existing form, to ensure that the updated information is not overlooked.
- The original Appendix Form is retained, but has a line drawn through it, to indicate that it is now superseded.
- Any handwritten notes made on an Appendix form to update it in line with written information provided by parents, is initialled and dated by both parents and by the Principal.

- When medication is administered, a copy of Appendix 3 is completed and stored in each child's confidential file. These records are stored in compliance with relevant data protection legislation. A copy is given to parents.

15. BCNS Administration of Medicines Policy: Monitoring and Reviewing

a. Success Criteria

The effectiveness of the school policy is measured by the following criteria:

- Compliance with Health and Safety legislation
- Clarity on roles and responsibilities for children, parents, school staff, the Principal and the Board of Management
- Maintenance of a safe and caring environment for children
- Positive feedback from parents/teachers
- Commitment to ensuring the primary responsibility for administering medication to children remains with their parents.

b. Implementation and Timetable for Review

Following approval by the Board of Management, this policy will apply with immediate effect at Brannoxtown CNS. This policy and related policies will be reviewed annually (or in line with a change in Department legislation) and in the event of incidents or on the enrolment of child/children with significant medical conditions.

c. Ratification and Communication

Following feedback and input from school staff, parents of children currently enrolled at Brannoxtown CNS and members of the school's Board of Management, this Administration of Medicines Policy was finalised and posted on the school's website. Hardcopies of the policy are available to parents on request.

This policy was adopted by the Board of Management of Brannoxtown CNS on 11th February, 2020.

Signed: 
Ms. Deirdre O'Donovan
Chairperson

Date: 11/02/2020.

Signed: 
Dr. Sarah FitzPatrick
Principal

Date: 11.02.2020

Appendix 1

Parent Request Form Administration of Medicines/Invasive Procedure

Child's Name:	
----------------------	--

1. Medical Condition/Allergy:

--

2. Prescription/Equipment name and information:

--

3. Medicine/Equipment storage requirements:

--

4. Maintenance of specialist equipment:

--

5. The **signs/symptoms** to indicate your child is in need of this medication or invasive procedure (action):

--

6. The **correct dosage**:

7. The **action(s)** required? (Please attach further instructions if necessary)

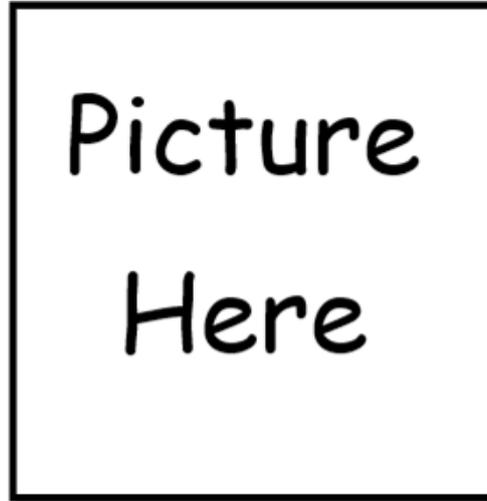
- I/We request the principal to **authorise** the taking of prescription/medicine/invasive procedures during the school day as this is absolutely necessary for the continued well-being of my/our child.
- I/We understand that we must **inform the school/teacher** of any changes of medicine in writing and that we must inform the teacher each year of the prescription/medical condition.
- I/We understand that school personnel are not medically trained and we **indemnify** the principal, school staff and Board of Management from any liability that may arise from the storage and administration of medication for my/our child.

Parent Signature

Date

Appendix 2

Emergency Procedures Form



Child's Name:	
----------------------	--

If this child displays any symptoms of his medical difficulty/condition, specific medical procedures should be followed.

1. Medical Symptoms

--

2. Medical Procedures

--

***Dial 112 for Emergency Services.
Phone the child's Emergency Contacts.***

Appendix 3

**Record of Administration Form
for Medicine or Specialist Equipment**

Child's Name:	
----------------------	--

1. Medical Symptoms

--

2. Medication administered/Equipment used

--

3. Administration Details

When?	
What? (dosage)	
Who?	
Where?	
Why?	

4. Outcome(s)

--

Teacher Signature

Principal Signature

Date