

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 Administration of Medicines Policy has been developed to provide information and guidelines to parents¹ and to teaching staff about administering medicine to children during the school day. This policy was drafted through a collaborative school process and will continually be updated and improved, as needed.

2. Rationale

The policy was developed to safeguard children, staff, the principal and 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 when 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 case of emergency or in accordance with an agreed protocol following prior agreement with parents.

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

5. Obligations and Authorisations

Teachers have a professional duty to safeguard the health and safety of children, both on the school premises and when children are engaged in authorised school activities off-site.

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.

Parents are responsible for ensuring that teachers are aware of any medical condition regarding their child(ren) and such notice must be provided in writing to the school, in the first instance. This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs. The principal will keep a record of teachers who agree to undertake the administration of medicines, following parent request (Appendix items 1-3) and Board approval.

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.

6. Ongoing Medical Requirements and Life-threatening Conditions

For children with specific health conditions/illnesses requiring ongoing medication, parents are responsible for submitting a request for the administration of medicines to the principal, for the attention of the Board of Management. This Request Form includes self-administration, administration under supervision or administration by school staff (Appendix items 1-3).

For children with 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 items 1-4). 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, parents are required to indemnify the school 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 (Appendix items 1-5), prescribed medicines cannot be stored for/administered to children at Brannoxtown CNS.
- If the request is not made/approved and medicines are found at school, these **will be secured by staff and returned** to parents.
- 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, required medicines are administered to children by their parents, **outside of school hours.**
- Prescribed medicines are only administered to children after their parents 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. In the case of **non-emergency medication**, the medication will be stored in a locked box.
- 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 must inform the school about any known food allergies for their child.
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 2 and 4).
2. In accordance with the Healthy Eating Policy, Brannoxtown Community National School is a nut-free zone.
3. If 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. In line with our school's Covid-19 Response Plan, children are not permitted to offer or exchange foods eating at snack/lunch times.
5. When children travel off-site, i.e., leave the school grounds for a school tour or nature walk, for example, 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

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

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 a 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 to authorise the administration of the medication in school; all steps to be followed in administering the medication are specified (Appendix items 1-3).
3. Parents provide a doctor's letter outlining the prescription, dosage and administration time.
4. Following authorisation for administration of medicine by the Board of Management, the parent(s) bring the medicine(s)/equipment to the school.
5. A written record of the date and time of administration is maintained by the staff member administering the medication.
6. Parents are responsible for ensuring:
 - medication is supplied to the school
 - medication supplied is within its expiry date
 - medication is replenished when exhausted. Parents take responsibility for safe disposal of medication after its expiry date has passed.
 - the school is notified in writing of any changes to medication administration when an updated Administration Form is completed and sent to the school by parent(s) (Appendix items 1-3).
7. 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.
8. Parents are required to agree that if non-emergency medicine is not self-administered within five minutes, their child will not receive the dosage. Parents will be informed by text message by 2pm on the same day.
9. Administration of medicine will be reviewed by staff on a weekly basis. If a pattern of administration failure develops (five of ten days, i.e., one in two instances) the Board of Management will be informed. The role of the Board is to review the safety and efficacy of the current administration procedures and to advise on future administration.
10. Parents will be informed of the outcome of the Board's review and their decision to continue/change/cease administration by school staff.
11. All correspondence related to the above is retained in the child's file.
12. If going off-site/leaving the school grounds (e.g. school tour or nature walk) the staff-member who is the named administrator is responsible for bringing the medication with him/her.
13. Emergency procedures to administer medicines to children who cannot self-administer (Appendix 4) will be visible in two locations in 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, a written request to administer medication is 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.

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. If 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.

In line with the school's Covid-19 Response Plan, a child displaying symptoms of Covid-19 may not attend school. Any child suspected of having Covid-19 must be collected by parents without delay. Detailed information is provided in the Covid-19 Response Plan for Brannoxtown CNS.

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.

If feasible, the school's doctor will be consulted regarding administration of medicines and circumstances requiring medical advice.

Dr. Deirdre Collins

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

Phone: (045) 481818

14. General record keeping: Staff Responsibilities

- All forms and letters concerning administration of medication are stored in the office, in compliance with relevant data protection legislation.
- Administration Forms signalling a change in dosage are dated and stapled to the FRONT of the existing form. The original Appendix Form is retained, but has a line drawn through it, to indicate that it is now superseded.
- For medication administered infrequently, a copy of Appendix 5 is completed and stored in each child's file. These records are stored in compliance with relevant data protection legislation. A copy is given to parents.
- Agreed, daily administration of prescribed medication is recorded in an assigned notebook (in lieu of individual administration forms, Appendix 5). The date, dosage administered, time and name of staff member administering the medication will be recorded. Failures to administer medication will also be recorded. Each completed notebook will be retained in the child's file.

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

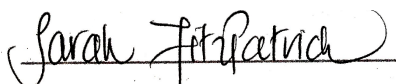
Following feedback and input from staff, parents and members of the school's Board of Management, this Administration of Medicines Policy was finalised and posted on the school's website. Hardcopies of the policy are available to parents on request.

This policy was first adopted by the Board of Management of Brannoxtown CNS on 11th February, 2020. It has been updated in line with the school's Covid-19 Response Plan. It was most recently updated on 20th December, 2020.

Signed: 

Date: 20 December 2020

Ms. Deirdre O'Donovan
Chairperson

Signed: 

Date: 20 December 2020

Dr. Sarah FitzPatrick
Principal

Appendix 1:

Parent Request Form: Administration of Medicines

Child's name:	
Date of birth:	
Address:	
Child's GP:	
Name and contact details of prescriber:	
Details of medical condition:	
Name of medicine:	
Dosage of medicine:	
Frequency of dosage and administration times:	
Administration procedure: (When, Why, How)	
Signs or symptoms to indicate your child needs this medicine:	
Any other information e.g., side effects, potential adverse reactions, or special precautions:	

Storage of medicine:	
Other medications that your child is taking:	
Emergency contact 1:	
Emergency contact 2:	
Emergency contact 3:	

Parents are required to indemnify the Board of Management, principal and staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.

- I/We understand that administration of prescription medicine by school staff during the school day is absolutely necessary for the **continued well-being of my/our child**.
- I/We understand that our **written request to the Principal must be sanctioned by the Board of Management**.
- I/We understand that I/we **must inform the school in writing each year** of the prescription/medical condition and that we must also inform the child's teacher.
- I/We understand that I/we must immediately **inform the school of any medicine changes** in writing.
- I/We understand that if the dosage of non-emergency medication is **not consumed** within five minutes of administration, my/our child will **not receive the dosage** and I/we will be informed by 2pm on the same day by text message (Aladdin).
- I/We understand that if the child **appears to accept the non-emergency medication but for whatever reason chooses not to consume it**, without the administrator's knowledge, the school cannot be held responsible.
- I/We understand that school personnel are not medically trained and I/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.
- I/We understand that at the time of writing, in line with the Covid-19 Response Policy for Brannoxtown CNS, it is **not possible to facilitate daily administration** by a parent on-site.
- I/We understand that information about my/our child's medical condition and treatment will be **shared with school staff**, and in the event of an emergency with the GP or other medical personnel.
- I/We also **consent to the disclosure of this information to the school's insurers**, if required.

I/We, parents of the child named on page 1, confirm that we have read and understood the above points regarding our request to Brannoxtown CNS to administer medication on our behalf.

Parent Signature

Date

Parent Signature

Date

Appendix 2: Parent Request Form: Administration of Allergy Medication

Child's name:	
Date of birth:	
Address:	
Child's GP:	
Name and contact details of prescriber:	
Details of allergy:	
Reaction level:	
Name of medicine/ device:	
Dosage of medicine:	
Signs or symptoms to indicate your child needs this medicine or invasive action:	
Administration procedure: (When, Why, How)	
Any other information e.g., side effects, potential adverse reactions, or special precautions:	

Storage of medicine/ device: Other medications that your child is taking:	
Emergency contact 1:	
Emergency contact 2:	
Emergency contact 3:	

Parents are required to indemnify the Board of Management, principal and staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.

- I/We understand that administration of allergy medication by school staff during the school day is absolutely necessary for the **continued well-being of my/our child.**
- I/We understand that our **written request to the Principal must be sanctioned by the Board of Management.**
- I/We understand that I/we **must inform the school in writing each year** of the prescription/medical condition and that we must also inform the child's teacher.
- I/We understand that I/we must immediately **inform the school of any medicine changes** in writing.
- I/We understand that if the dosage of non-emergency medication is **not consumed** within five minutes of administration, my/our child will **not receive the dosage** and I/we will be informed by 2pm on the same day by text message (Aladdin).
- I/We understand that if the child **appears to accept the non-emergency medication but for whatever reason chooses not to consume it**, without the administrator's knowledge, the school cannot be held responsible.
- I/We understand that school personnel are not medically trained and I/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.
- I/We understand that at the time of writing, in line with the Covid-19 Response Policy for Brannoxtown CNS, it is **not possible to facilitate daily administration** by a parent on-site.
- I/We understand that information about my/our child's medical condition and treatment will be **shared with school staff**, and in the event of an emergency with the GP or other medical personnel.
- I/We also **consent to the disclosure of this information to the school's insurers**, if required.

I/We, parents of the child named on page 1, confirm that we have read and understood the above points regarding our request to Brannoxtown CNS to administer medication on our behalf:

Parent Signature

Date

Parent Signature

Date

Appendix 3: Parent Request Form: Invasive Procedure

Child's name:	
Date of birth:	
Address:	
Child's GP:	
Name and contact details of prescriber/ clinician:	
Details of medical condition:	
Name of specialist equipment:	
Storage of specialist equipment:	
Maintenance of specialist equipment:	
Procedure for invasive action: (When, Why, How)	
Signs or symptoms to indicate your child needs this invasive action:	
Any other information e.g., side effects, potential adverse reactions, or special precautions:	

Other medications that your child is taking:	
Emergency contact 1:	
Emergency contact 2:	
Emergency contact 3:	

Parents are required to indemnify the Board of Management, principal and staff in respect of any liability that may arise regarding the administration of invasive procedure in school.

- I/We understand that administration of invasive procedure by school staff during the school day is absolutely necessary for the **continued well-being of my/our child**.
- I/We understand that our **written request to the Principal must be sanctioned by the Board of Management**.
- I/We understand that I/we **must inform the school in writing each year** of the prescription/medical condition and that we must also inform the child's teacher.
- I/We understand that I/we must immediately **inform the school of any medicine changes** in writing.
- I/We understand that if the dosage of non-emergency medication is **not consumed** within five minutes of administration, my/our child will **not receive the dosage** and I/we will be informed by 2pm on the same day by text message (Aladdin).
- I/We understand that if the child **appears to accept the non-emergency medication but for whatever reason chooses not to consume it**, without the administrator's knowledge, the school cannot be held responsible.
- I/We understand that school personnel are not medically trained and I/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.
- I/We understand that at the time of writing, in line with the Covid-19 Response Policy for Brannoxtown CNS, it is **not possible to facilitate daily administration** by a parent on-site.
- I/We understand that information about my/our child's medical condition and treatment will be **shared with school staff**, and in the event of an emergency with the GP or other medical personnel.
- I/We also **consent to the disclosure of this information to the school's insurers**, if required.

I/We, parents of the child named on page 1, confirm that we have read and understood the above points regarding our request to Brannoxtown CNS to administer invasive procedure on our behalf:

Parent Signature

Date

Parent Signature

Date

Appendix 4

Emergency Procedures Form



Child's Name:	
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If this child displays any symptoms of his medical difficulty/condition, specific medical procedures should be followed.

1. Medical Symptoms

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2. Medical Procedures

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

Appendix 5

Record of Administration Form for Medicine or Specialist Equipment

Child's Name:	
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1. Medical Symptoms

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2. Medication administered/Equipment used

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3. Administration Details

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

4. Outcome(s)

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Teacher Signature

Principal Signature

Date