



Administration of Medicines in Schools

Teacher's Professional Duty

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 activity elsewhere. This does not imply a duty upon teachers personally to undertake the administration of medicines. Indeed, it is important that teachers do not take responsibility for administration of any medicine, which, if administered incorrectly or for other reasons, could have a damaging effect on the health of the child.

Children with long term Health Problems

It is recognised that it is desirable for children with long term recurring health problems, such as asthma, epilepsy, diabetes and anaphylaxis to be accommodated within school in order that they can continue their education. If this is done, however, proper and clearly understood arrangements for administration of medicines must be made. Parents should be encouraged to provide maximum support and assistance in helping the school accommodate the pupil. This would include measures such as self-administration (where necessary and only after approval from a GP) or under parental supervision.

- Where possible, parents should be asked to make arrangements to come into the school or for pupils to return home at lunchtime for medication.
- Any teacher or SNA who is willing to administer medicines should only do so under strict controlled guidelines, fully confident that the administration will be safe. It is wise to limit this to emergency situations only and that every reasonable precaution must be taken.
- Non prescriptive medicines will neither be stored nor administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- The medicine shall not be kept by the pupil but by the teacher or principal out of reach of children. Certain medicines such as inhalers used by asthmatic children must be readily available at all times of the day. Other medicines such as allergy treatment, which are only needed in an emergency, are kept safely in a designated drawer in the school office.
- 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 teacher should not administer medication without the specific authorisation of the Board.
- No teacher or staff member can be required to administer drugs to a pupil.

- In emergency situations qualified assistance will be secured at the earliest opportunity, and only necessary and appropriate measures taken by the teacher to relieve extreme distress or prevent further irreparable harm.
- Parents of a pupil requiring regular medication during school hours should write to the Board of Management to authorise a member of staff to administer the medication in school.
- Written details are required from the parent/guardian to the Board of Management 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 the medication is to be given, when the parent is to be notified and where he/she can be contacted. It is the parent's responsibility to check each morning whether or not the authorised teacher/SNA is in school unless an alternative arrangement has been made.
- Where children are suffering from life threatening conditions parents should outline clearly in writing what can and cannot be done in a particular emergency situation with reference to what may be a risk to the child.
- 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 authorisation of prescribed medicines will inform the schools insurers accordingly.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be bought 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.

First Aid

- A First Aid box is available in the office, for the use of staff and for the use of a parent who wishes to attend to his/her child.
- From time to time minor incidents such as cuts and abrasions etc. will occur. The staff at the school will deal with these by washing the cut with water or using an antiseptic wipe and if necessary applying a plaster. Parents are notified if considered necessary. Parents are expected to check under the plaster when the child returns home from school.
- If your child receives a bump, a wrapped ice-pack will be applied to bring down swelling as per HSE Guidelines. If your child receives any blow to the head a phone call/contact will be made to parents.
- **If for any reason you do not want us to treat minor injuries, please inform the school in writing of same.** In that event you will be contacted at home or work and asked to come and attend to your child should the need arise.
- General accidents will be reported to the class teacher and the minor incidents log book will be filled in at the reception desk.
- Incidents of a more serious nature will be recorded on an Incident Report Form. An incident report form will be filed where medical intervention is

Scoil an Chlochair
Roll number 20063M

Telephone (057) 9332338 9333558
email office@kilbeggannationalschool.com

required eg. Chipped tooth, broken nose etc. Where a child receives a blow to the head, parents will be notified.

Nut Allergy

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

1. Staff dealing with the pupil do not eat nuts of any item with nut trace.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. 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 she/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. Pen is stored in the School Office. Before or immediately after the Pen has been administered, an ambulance must be called.

Head Lice

- Where head lice is detected in any classroom, a standard note is circulated via Aladdin to parents/guardians of all children in the class informing them of the problem.
- The note outlines procedures to be followed in an effort to prevent the spread of the head lice and ultimately to eradicate the problem.

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 medical treatment is available, and circumstances warrant immediate 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 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.

Scoil an Chlochair
Roll number 20063M

Telephone (057) 9332338 9333558
email office@kilbeggannationalschool.com

The school maintains an up to date register of contact details of all parent/guardians including emergency numbers. This is updated in September of each new year.

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. This policy on the administration of medicine in school has been prepared based on the conditions and attitudes in the school at the time of writing. It may be altered, revised and updated to comply with any changes in condition, legal requirements or any suggestions from the partners in Education. It has been compiled following guidelines issued by the Department of Education and Skills, CPSMA and INTO guidelines.

Ratified by the Board of Management on:

26/11/2024
Date

Signed:

Geraldine Fennell
Geraldine Fennell
Chairperson, Board of Management

Scoil an Chlochair
Roll number 20063M

Telephone (057) 9332338 9333558
email office@kilbeggannationalschool.com