



North Dublin Muslim National School
Ratoath Road
Dublin 7
20152L

Administration of Medication Policy
March 2020

Introductory Statement

This policy was formed by the teaching staff and management of the North Dublin Muslim National School in January 2016 and reviewed in 2020. It aims to set out agreed procedures for the administration of medicines to pupils suffering from medical conditions.

Rationale

The policy as outlined was put in place to:

- To create a safe environment for the pupils who require the administration of medicines during school.
- Clarify areas of responsibility
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- To outline procedures to deal with a pupil with a nut allergy in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

Relationship to School Ethos

The school promotes positive home-school relations, not only regarding the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of this Policy

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

- Provide guidelines within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians
- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements

In-School Procedures

Parents are required to complete a Health/Medication form when enrolling children in the school. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works within the guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the Board of Management requesting the Board to authorise a member of staff (Teacher or SNA) to do so. Parents must also supply a letter from their child's GP outlining the medical condition and the correct procedure for administering the medication.
- Under no circumstance will non-prescribed medicines be either stored or administered in the school.

- The school generally advocates the self-administration of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. No medicines are stored on the school premises unless written permission is obtained from the Principal. Parents are responsible for the provision of medication and notification of change or cessation of dosage.
- Staff 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 activities elsewhere.
- The Principal requests that parents ensure that teachers be made aware in writing of any medical condition suffered by any child in their class with a letter from the child's GP outlining the condition and the procedure to follow in an emergency associated with the condition. This does not imply a duty upon teachers personally to undertake the administration of medicines.
- Training will be provided to relevant staff if a pupil has or develops a diagnosed condition (diabetes, epilepsy, etc.) which will have require support.

Long Term Health Problems

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Principal. This is the responsibility of the parents/guardians. It would include measures such as self administration, administration under parental supervision or administration by school staff and would include a letter from the child's GP outlining the child's condition and how to administer the medication (including dosage etc). Training of staff in the administration of a child's medication (where necessary) is the responsibility of the parent/guardian to organise with the appropriate trained personnel.

Life Threatening Condition

Where children 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 3). The parents must supply a letter from the child's doctor outlining the procedure to follow in an emergency . If emergency medication is necessary, arrangements must be made with the Board of Management.

Children with chronic or severe illnesses have a medical information sheet on the health and safety notice board in the staffroom which contains details of their condition, where their medication is stored, procedures to follow in a medical emergency, the child's photo and their emergency contact numbers.

Guidelines for the Administration of Medicines

- The parents of the pupil with special medical needs must inform the Principal 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).
- 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/designated adult.

- A written record of the date and time of administration must be kept either by the person administering the medicine or in the case of self-administration, by the class teacher (Appendix 4).
- Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school, in date and replenished when necessary.
- Emergency medication must have exact details of how it is to be administered.
- The Principal must inform the school's insurers accordingly.
- Parents 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.
- All correspondence related to the above is kept in the school.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- A teacher/SNA must not administer any medication without the specific authorisation of the Principal. Children should not bring medications to school unless prior approval is given by the Principal.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent.
- No teacher/SNA can be required to administer medicine to a pupil.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
- It is not recommended that children keep medication in bags, coats, etc. Inhalers and other medications should be stored in the teacher's drawer, away from reach of children.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

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

- Parents must inform the school if their child has a severe allergy (for example, nut allergy).
- An individual Anaphylaxis Emergency Plan will be put in place for children with a severe allergy.
- A copy of this plan will be on display in the staffroom and the class teacher will also keep a copy alongside required medication.
- Guidelines for dealing with pupils with nut allergies, the symptom of an anaphylactic reaction and appropriate action to take can be found in appendix 5 of this document.

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 qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. The principal will decide on the day which staff members will accompany the child. 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 to ensure 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.

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

First Aid Boxes

A first aid box is kept in each classroom and is taken when children are engaged in out-of-school activities. A supply of first aid equipment and a defibrillator is also located in the foyer.

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 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. The Deputy Principal is the Safety Officer and the maintenance and replenishment of First Aid Boxes is their responsibility.

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 parents/teachers
- Ensuring the primary responsibility for administering remains with parents and guardians

Timeframe and Review

The policy will be implemented fully by all staff from March 2020. The policy will be reviewed in full by 2023 or sooner if deemed necessary.

Ratification & Communication

This policy was ratified by the Board of Management in March 2020. It will be made available to all staff through the school’s Google Drive account. It will be also placed on the school website. Parents may view a hard copy of the policy in the school office by appointment.

Signed: _____ (Chairperson)

Signed: _____ (Principal)

Date: _____

Appendix 1
Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage details: _____

Dosage required: _____

Is the child 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 school day as it is absolutely necessary for the continued well being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board 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 medical difficulty, the following procedures should be followed.

Symptoms: _____

Procedure:

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

To include: Dial 999 and call emergency services.
Contact Parents

Appendix 4
Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____

Appendix 5

Anaphylaxis Emergency Plan

The following guidelines are in place with regard to pupils with a nut allergy

1. Staffs that come into contact with the child should not eat nuts or any items with nut traces.
2. Children are not permitted to exchange food at any times.
3. In the event of a class party, all food must be checked for traces of nuts. The pupil with the allergy will only be allowed to eat food that has no nut traces.
4. If he/she is leaving the school for any reason, eg to visit the library etc his/her Jext pen must be brought with her.

Symptoms of an allergic reaction

- Swelling of lips, eyes or face
- Hives, welts, itchy skin or rash
- Tightening of throat
- Tingling mouth, abdominal pain, vomiting and nausea
- Difficulty in breathing
- Swelling of tongue
- Loss of consciousness
- Pale and floppy
- Wheeze or persistent cough
- Difficulty talking
- Condition steadily worsening

Action to take in the case of an allergic reaction

- Stay with the child and call for help
- Administer Jext pen immediately (kept in class teacher's top drawer)
- Call ambulance without delay (999 or 112)
- Contact parents
- Lay flat and elevate legs. If breathing is difficult allow to sit but not stand
- Second Jext pen may be given if no response after 5 minutes (Principal's office)

How to administer Jext pen

1. Grasp jext injector with dominant hand with thumb closest to yellow cap
2. Pull off the yellow cap with other hand
3. Place black injector tip against your outer thigh, holding the injector at a right angle to the thigh
4. Push black tip firmly into the outer thigh of child until you hear a click confirming the injection has started, and then keep it pushed in. Hold the injector firmly in place against the thigh for 10 seconds (a slow count) then remove. The black tip will extend automatically and hide the needle.
5. Massage the injection area for 10 seconds. Seek immediate medical help

Location of Jext Pen

- Class teacher's top drawer
- Staffroom

Who can administer pen?

- Any adult