



MERCY SECONDARY SCHOOL

ADMINISTRATION OF
MEDICINE POLICY

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Introduction

This Administration of Medicines policy was formulated and reviewed through a collaborative school process and ratified by the Board of Management (BOM) in June 2024.

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical needs, including information on medicines as well as contact information for their child's GP. In general, Mercy Secondary School advises parents/guardians to ensure medicines are administered to children before arrival at the school and after they have left. The Principal will discuss and agree with the parents/guardians on what is to be the school's role in relation to meeting the child's medication needs, in accordance with this policy.

The written consent of the parent(s)/guardian(s) must be obtained in all cases using only the "Authorisation for Administration of Medication Form" See (Appendix A below). The consent form must be completed in full.

Both prescription and non-prescription medicines (such as Paracetamol) can only be administered where specific written consent has been obtained from the child's parent/guardian.

A copy of this Policy will be given to parents upon enrollment if relevant to their needs. All of Mercy's school policies are available to parents through our school website and all teachers have access to policies on our shared Google Drive.

Rationale

This policy sets out the procedures to ensure that the administration of medication is carried out in a safe way. It also intends that no student's care is compromised and all student's with medicinal needs can continue to flourish in their educational setting, safeguarded by this policy.

Clear policy and procedures that are understood and accepted by staff members and parents/guardians provides a sound basis for ensuring that children requiring medication receive proper and appropriate care and can attend our school regularly.

The purpose of this policy is to ensure:

- The provision of a clear, structured procedure for staff members to help deal with any need to administer medication to a child.
- Clarify areas of responsibility
- That any medications required are administered safely and appropriately to children
- Outline procedures to deal with a pupil with an allergy in the school
- That medications are stored appropriately
- That the appropriate procedure is followed by parents/guardians and by staff members
- That there is thorough documentation and recording of any medication administered

Relationship to the School Ethos

The school promotes positive home-school contacts, 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 school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of the Policy

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

- Minimising health risks to children and staff on the school premises
- Fulfilling the duty of the BOM in relation to Health and Safety requirements
- Providing a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

Legislation

References/Supporting Documents/Related Legislation:

Child Care Act 1991(Early Years Services) Regulations 2016 and Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2016

Tusla Quality and Regulatory Framework

INTO 39 Guidance on the Administration of Medicines in Schools Implementing Best Practice

Health and Safety in Childcare 2006 Barnardos and the Border Counties Childcare Network (Now NCN)

Caring for our Children National Health and Safety Performance Standards:

Guidelines for Out-of-Home Child Care 3rd Edition 2015 A Joint Collaborative Project of American Academy of Pediatrics, American Public Health Association and the National Resource Center for Health and Safety in Child Care University of Colorado Health Sciences Center

Policy Statement

Prescribed medicines will only be administered after parents/guardians of the pupil concerned, have written to the BOM requesting the Board to authorise a member of the staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents/guardians in respect of any liability arising from the administration of medicines.

The school generally advocates the self-administration, e.g. inhalers, of medicine under the supervision of a responsible adult.

A small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage. This information will be recorded on the school's management information system (TYRO) and will be

accessible to relevant staff members.

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 activities elsewhere. Teachers who are prepared to administer medicines should only do so under strictly controlled guidelines and with the full support of the Principal, the Board of Management and written parental authority and consent.

The Board of Management requests parents/guardians to ensure that staff be made aware in writing of any medical condition suffered by any child in their class.

This does not imply a duty upon staff personally to undertake the administration of medicines or drugs.

Procedures

Parents:

- The parents should write to the Board of Management requesting the Board to authorise appropriate staff members to administer medication to the pupil or to monitor self-administration of the medication. They should do this using the 'Authorisation for Administration of Medication Form'.
- Parents are required to provide written instructions detailing the pupil's name; the procedure to be followed in the administration including, but not limited to, dosage amount and frequency; and guidelines for storage of the medication.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to an appropriate member of staff and for ensuring that the smallest possible yet adequate supply is available for administration to the pupil.
- Parents are further required to indemnify the Board and members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- 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. **Verbal instructions will not be accepted.**
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.
- Parents/guardians must make every possible effort to ensure that the child's medication needs are met before arriving at the service and after returning home.
- The child must have received the medication for at least 24 hours prior to it being given in the service.
- All correspondence relating to the above should be kept in the school.

Staff Members responsibilities:

Where informed consent has been obtained for the administration of medicines from the child's parents/guardians then the following will apply:

- All medications will be administered by a staff member competent to do so.
- A record of each medication administration, including date, time, dosage and personnel administering, will be maintained.
- All medications will be stored safely away from children's reach and according to manufacturer's instructions.
- Staff members can only administer medication to a child that has been prescribed for

that particular child.

- Medication must not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care professional.
- All staff members should follow hygiene procedures for example hand washing and drying.
- If there is any doubt about any of the procedures, the authorised member of staff should check with parents/guardians and/or a health professional before taking further action.
- It must be checked that the medicine has previously been administered without adverse effect to the child and that parents have confirmed this is the case – a note to this effect should be recorded in the written parental agreement for the setting to administer medicine.
- After Administration, Observe the student for any possible side effects

The Board of Management

- The BOM 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

Allergies

The following guidelines are in place with regard to pupils with an allergy

- All staff will be made aware of a student's allergy and information the student's allergy will be Available on Tyro
- Advise children not to offer or exchange foods, sweets, lunches etc.
- If going off-site, medication must be carried.
- All staff dealing with this child are aware of the contents of this policy.
- Tutor's and / or HSCL will meet with parents/guardians in September to review procedures and update the files as necessary.

Medicines

- Only prescribed medications with clear instructions from a licensed healthcare professional will be given. Medicines must never be transferred from their original container as dispensed by a pharmacist which includes the student's name, dosage, administration instructions and expiry date.
- Where a recipient needs two or more prescribed medicines, each should be in its own separate container and clearly labelled as above.
- Students will be encouraged to self administer medication
- Medication will be stored securely in a designated location, accessible only to authorised staff.
- Emergency medications, such as epinephrine, should be readily available in locations accessible to staff
- 'As needed' medications for example an inhaler must be labelled with the child's name and in their original container labelled with the required information (see below for Storage of Medications).
- Prescription or non-prescription medications are accepted for use only when they are within date.

Emergency situations:

In case of a medical emergency, school staff will follow established emergency procedures, including notifying parents/guardians, emergency services, and providing necessary medical information. Where a child is taken to hospital by ambulance they must be accompanied by a member of staff who is to remain with them until a parent/guardian arrives. Staff support is essential following any such incident.

Out of School activities

School trips / Clubs and Sporting events

Often a different member of staff is in charge of clubs and sports events to the usual staff member responsible for the supervision or administration of a child's medication. Medication required during a school trip should be carried on the child if this is normal practice. If not, a member of staff may volunteer but they also have the right to refuse to be involved. Where there is no voluntary agreement the parent or nominated carer may be requested to be present. Parents should inform staff in writing if their child requires a travel sickness remedy. This should be carried by the child whenever possible.

Staff Training:

Designated staff members will receive training in medication administration, including recognizing potential side effects and emergency response procedures.

Storage of Medications

- All medications brought into the school are stored according to the manufacturers' instructions paying particular note to temperature, sources of moisture, light and sources of contamination and safely out of the reach of students.
- Medicines are stored safely in a secure container, accessible to authorised persons.
- Emergency medication such as asthma inhalers and adrenaline pens must be readily accessible to authorised staff members in case of an emergency when time is of the essence.
- A copy of the consent form for administration of medication and clear, precise details of the action to be taken should be immediately accessible.

- Medications requiring refrigeration should be clearly marked and separated from food in an airtight container marked 'Medications'. Access to the fridge should be restricted.
- Medications that are applied to skin should be kept separate from medications that are injected into the body or taken by mouth.
- Medicines must never be transferred from their original container as dispensed by a pharmacist which includes the prescriber's instructions for administration.
- Staff members should only bring their own medication to work when it is absolutely necessary (either prescribed or over the counter). They must ensure that these medications are stored securely so that others do not have access to these medications. This includes for example medications held on the person, held at desks, in their bags, coats or in vehicles.

Disposal of Medication

Medication should be returned to the child's parents whenever:

- The course of treatment is complete
- Labels become detached or unreadable
- Instructions are changed by a healthcare professional
- The expiry date has been reached
- When the child ceases to attend our school

To ensure a complete record all medication returned, even empty bottles, should be recorded. If a parent has not picked up unused medication by 14 days after the required use or it is not possible to return a medicine to the parent, then it should be taken to a community pharmacy for disposal. No medicine should be disposed of into the sewerage system or in the refuse.

Medication Record

A medication record must be created and kept for each child to whom medication is, or is to be, administered.

The record for medications must include:

- The name of the child
- A consent signed by the parent(s)/guardian(s) to administer each medication
- A medication administration log detailing the checks completed prior to administration of medication to the child including:
 - Whether consent was received
 - When the medication was last administered (either at home or in the service)
 - Check of the administration instructions, including the name of the medication, the method and times for administration and the required dose
 - Check to ensure the medication is within expiry date
 - The time and date the medication was administered
 - The route and dose of medication administered
 - The signature of the person who administered the medication and the signature of the witness
 - The time and date, or the circumstances under which, the medication is scheduled to be next administered
 - Any side-effects noted after the medication was given or if the dose was not retained because of the child vomiting or spitting out the medication.
 - The number of attempts to give medications that were refused by the child is also documented

Our Administration of Medicine record (see Appendix 2) will be readily available for any parent and staff member who require access.

All parents/guardians are to be informed of the policy and procedures regarding the administration of medication on enrolment. Staff members will check with parents that they have read and understood the policy and provide any assistance needed.

A copy of all policies will be available at all times for parents on the school website and for staff on the Google Drive

Parents/guardians may receive a copy of the full policy and procedures at any time upon request.

Parents/guardians and all relevant staff members will receive written notification of any updates to this policy.

General Recommendations

The BOM recommends that any child, who shows signs of illness, should be kept at home. Requests from parents/guardians to keep their child in at break times are not encouraged. A child, too sick to play with peers, should not be in school.

Ratification and Review

This policy will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, not mentioned above as the need arises.

Implementation

The policy has been implemented since _____

Signed:
Chairperson, Board of Management

Date: _____

Appendices



Authorisation for Administration of Medication Form

Child's Name: _____

Address: _____

Date of Birth: _____

Year / Class: _____

Diagnosed Medical Condition:

Prescription

Details: _____

Procedures for Administration (When, Why, How)

Storage details:

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Is the child to be responsible for taking the prescription him/herself?

Yes No

If so what Action is required?

I Confirm that my child has previously received this medication without adverse effects. Yes No

Potential Side effects:

Please list some potential side effects that we should look out for

Side effect	What to do if side effect occurs

If your child requires the use of a specific app to monitor any medication or blood sugar levels can you please indicate the full name, version and creator of the app below to ensure it is unblocked on the school wifi network. Whilst we appreciate Apps may be helpful in tracking data and may need to be accessed during the day we must stress the school's acceptable usage policy, devices must only be used for the purpose of monitoring the listed app.

App Name	
Creator	
Version	
Frequency of need to use device to check app? (Daily, hourly etc)	

Signature of parent/guardian _____

Date:_____

Emergency Procedures

In the event of _____ displaying any symptoms of her/his medical condition, the following procedures should be followed.

Symptoms:

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

Procedure:

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

To include: Dial 999 or 112 and call emergency services.
Contact Parents/Guardians#

What may be a risk to your child during an emergency

Signed:

_____ Parent/Guardian

_____ Parent/Guardian

Date: _____

Appendix B

Staff members are required to record medication administered as follows:

MEDICATION ADMINISTRATION RECORD

****Each time medication is to be administered, you must first:**

- Confirm the child's identity
- Check that parent's/guardian's written consent has been given
- Check when medicine was last given
- Check the administration instructions, including the name of the medication, the method and times for administration and the required dose
- Check whether medication is within date

Child's Name:

Date/ Time	Name of Medication (state whether prescribed or non-prescribed)	Dose Given	Route of administration*	Signature of person administering.	Signature of witness	Comments

Outcome record

(for temperature rechecks / whether tolerated / adverse or allergic reactions, or other)

Full Name of Child:

Date:	Time	Comment	Any action taken	Signature of person