

Administration of Medication Policy

DONABATE COMMUNITY COLLEGE



This Administration of Medication Policy is to be reviewed by the Board of Management every three years.

This Policy was agreed on:

25/3/2025

Signature:

Kevin Farrell

(Chairperson to the Board of Management)

Donabate Community College

Donabate Community College is a post primary college, which opened in August 2008 under the Patronage of Dublin and Dun Laoghaire Education and Training Board (DDLETB). The college is co-educational and aspires towards excellence in a caring and supportive environment.

The Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act (1998), the Education (Welfare) Act (2000) and the Equal Status Act (2000). The Board fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

College Mission

The Board of Management will promote Excellence. Our aim will be to create, with the assistance of parents/guardians, responsible citizens with pride in their community. The development of the whole person will be based on personal responsibility, inter dependence, respect for people and respect for property. Our college will seek to instill integrity, value discipline and punctuality and facilitate the best in academic and non-academic areas. We will value our culture, our tradition, be inclusive of religious beliefs and will seek to be a caring and compassionate community where justice and truth will be the central elements.

Policy Review and Ratification

Donabate Community College is committed to ongoing policy review to ensure clarity, relevance, and compliance with current legislation and best practices. Where amendments to a policy are of a minor or administrative nature and do not alter its overall meaning, purpose, or intent, the school may proceed to seek ratification from the Board of Management without further consultation with stakeholders. However, where substantive changes are proposed that impact the policy's intent, scope, or application, appropriate consultation with relevant stakeholders will be undertaken before submission to the Board of Management for ratification.

Policy Rationale:

The policy outlined was put in place to:

- 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 students' with anaphylaxis in our school.
- Safeguard school staff that are willing to administer medication.
- Protect against possible litigation.

Aims of this Policy:

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

In School Procedures:

Parents/Guardians are required to complete an acceptance form when enrolling their Students in the school. It is the duty of the parent/guardian to inform the school of any medical needs their students may have. Parents/Guardians are to inform the school immediately if a child develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school. No teacher/SNA is obliged to administer medicine or drugs to a students and any teacher/SNA willing to do so works under the controlled guidelines outlined below. Whilst teachers in schools act "*in loco parentis*" there is no obligation on teachers to administer medicines, or supervise students taking them. Any teacher or SNA who administers medication to a students will do so under the controlled guidelines outlined below:

- Prescribed medicines will only be administered after parents/guardians of the students concerned have written to the Principal requesting the Principal to authorise a member of the teaching/SNA staff to do so. Generally non-prescribed medicines will not be stored or administered in the school. In exceptional circumstances the school may agree to store and administer non-prescription medication. Parents/Guardians of the students concerned will be required to write to the Principal requesting a member of teaching staff/SNA to do so. The Principal will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- The school generally advocates the self-administration (e.g., inhalers) of prescribed/non-prescribed medicine under the supervision of a responsible adult, exercising the standard

of care of a prudent parent. If consent from the Principal is granted, two quantities of prescription drugs/emergency medication/non-prescription drugs will be stored in an unlocked drawer/press in the administration office and in the child's classroom. Parents/Guardians are responsible for the provision of the correct quantity of medication, ensuring that expiry dates on the medication have not passed, notifying the school in the event of a change of dosage (this must be done in writing) and the replenishing of a medicine in the event of exhaustion. Medication must be clearly labelled. If in a box, both the box and the container inside must contain clear external labelling.

- Teachers/SNAs have a professional duty to safeguard the health and safety of students', both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. In the event of a planned/unplanned absence, the substituting teacher's attention will be drawn to instructions in respect of the students who cannot self-administer. A substitute teacher cannot be required to administer prescribed/non-prescribed medication.
- The Principal requests parents to ensure that teachers be made aware in writing of any medical condition/allergies suffered by any child in their class. The school reserves the right to refuse to administer medicines that are considered too specialist or where the school is unable to provide a staff member.
- This does not imply a duty upon teachers/SNAs personally to undertake the administration of medicines or drugs. Teachers/SNAs who are willing to administer medication will inform the Principal. The Principal will keep a record of those teachers/SNAs who agree to undertake the administration of medicines.
- Students will have a medical alert on VSware. Alerting teachers of students medical needs. The icon below is on the roll beside their name-



Long Term Health Problems:

Where there are students 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.

Life Threatening Condition:

Where a child is suffering from a life-threatening condition, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation. If emergency medication is necessary, arrangements must be made with the Principal. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines:

1. The parents/guardians of the students 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 and/or 2 and 3).
2. Parents/Guardians must write requesting the Principal to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the Principal for the administration of medicine, the medicines must be brought to school by the parent/guardian. The medication must be clearly labelled. If in a box, both the box and the container inside must contain clear external labelling.
4. A written record of the date and time of administration must be kept by the person administering it. (Appendix 4)
5. Parents/Guardians are responsible for ensuring that medication is supplied to the school, the **replenishing** of a medicine in the event of exhaustion, ensuring that the **expiry dates** on the medication has **not passed** and also notifying the school in the event of a change of dosage (this must be done in writing). A change in dosage of the same medication does not require notification of the principal, however, appendix 3 must be filled out again to reflect the change in dosage. In the event that medication passes its expiry date without being used, the child's parents/guardians will take responsibility for its safe disposal (usually by returning to the pharmacy).
6. The Principal must inform the school's insurers accordingly.
7. Parents are further required to indemnify the Principal and members of the staff in respect of any liability that may arise regarding the administration of prescribed/non-prescribed medicines in school.
8. All correspondence related to the above are kept in the school.
9. If going off site/leaving the school grounds (e.g., school tour or nature walk) the teacher/SNA who has agreed to administer the medication will carry the medication with them.
10. In the event of the school exiting the building due to fire, the school secretary will take any prescribed/non-prescribed medications from the administration office out to the fire assembly points in the event that they are needed.

11. Emergency procedures pertaining to the administration of medicines for those who cannot self-administer (Appendix 3) will be visible in 2 locations across the school - the staffroom and the child's classroom (on a wall beside the teacher's table).

Medicines:

- Unless a written request has been made to the principal together with the relevant appendices, both non-prescribed and prescribed medicines will neither be stored nor administered to students' in school. If found, such medications will be confiscated, and parents/guardians will be made aware of this.
- Teachers/SNAs in the school will only administer prescribed/non-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. Prescribed/non-prescribed medicines that cannot be self-administered are stored in the administration office and child's classroom as detailed in the In-School Procedures section of this policy. As listed above the medication must be clearly labelled. If in a box, both the box and the container inside must contain clear external labelling.
- The prescribed/non-prescribed medicine must be self-administered, if possible, under the supervision of an authorised teacher/SNA if not the parent.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted. Please see school doctor and contact details on page 5.
- Where possible, the parents should arrange for the administration of prescribed/non-prescribed medicines outside of school hours.
- Under certain circumstances, it may be appropriate for an older child to retain medication in their own possession, and take responsibility for self-administration (e.g., an older child who would normally carry and use their own inhaler). A written request to the principal together with the relevant appendices is still required. Under these circumstances the school will not maintain a record of medication use. Because there is no record of the administration of such medication and because it is in possession of the child, staff cannot be held responsible if it is lost or misused.

The following guidelines are in place regarding students' with an allergy:

1. Parents/Guardians inform the school about any allergies their child may have.
2. Strategies to deal with allergies will be decided on a case-to-case basis depending on severity of allergy.
3. Parents/Guardians 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. (Appendix 2 and 3)

The following guidelines are in place with regard to students' with anaphylaxis:

1. Depending on the severity of the allergy, appropriate arrangements will be made. It is the responsibility of the parents/guardians to notify the school in writing and give the school all information regarding known triggers and the severity of the allergy – see appendices 2 and 3.
2. Both Students' and staff at Donabate Community College are discouraged from bringing nuts/nut products into the school e.g., peanuts, cashew nut butter.
3. Parents/Guardians of all students in the school are informed that students in our school have anaphylaxis and are asked not to include named trigger foods in lunches. This will be done yearly at information evenings for prospective and current parents/guardians.
4. Where another child in the class has a trigger food in his or her lunch box the trigger food is removed from his/her lunch box and sent to the office for safe disposal.
5. Students are advised not to offer or exchange foods, sweets, lunches etc.
6. If going off site/leaving the school grounds (e.g., school tour or nature walk) the teacher/SNA who has agreed to administer the medication will carry the medication with them.
7. Check instructions in respect of the students displayed in the staffroom and the child's classroom (on a wall beside the teacher's table).
8. In the event of a students going into anaphylactic shock an ambulance will be called. The Anapen/EpiPen may also be administered to the students. Any Anapen/EpiPen administered should be handed to the ambulance crew on arrival.

Indicators of shock include:

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

Invasive Procedures:

Some Students require types of specialist or invasive treatments. Only staff that have been appropriately trained are to administer such treatment. This must be in accordance with instructions issued by the pediatrician or G.P. Training in invasive procedures should be conducted by qualified medical personnel e.g., School Nurse, or Trained Staff. For the protection of both staff and young people a second member of staff should be present (where possible) while more intimate procedures followed. The parent/guardian will be responsible for the supply, maintenance and the upkeep of the specialist equipment required for such procedures. Invasive procedures will only be carried out after parents/guardians of the Students concerned have written to the principal requesting the principal to authorise a member of the teaching/SNA staff to do so (appendix 5). A record of the administration of such treatments will be kept by the school (Appendix 6).

Emergencies:

In the event of an emergency, teachers/SNAs 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. In circumstances that warrant immediate medical attention, an ambulance may be called to take the child into Accident and Emergency. Parents/Guardians will be contacted simultaneously.

In addition, parents/guardians must ensure that teachers are made aware in writing of any medical condition, which their child is suffering from. For example, Students who suffer from epilepsy, diabetes etc. may have a seizure at any time and teachers/SNAs must be made aware of symptoms 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/Guardians should also outline clearly proper procedures for Students who require medication for life threatening conditions. Appendices 1 – 3 outline these details. 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 and as and when necessary.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their Students in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

General record keeping – Detailed Information for staff:

- All forms and letters concerning administration of medication will be stored in the administrative office. These records are stored in compliance with relevant data protection legislation.
- When a letter regarding a change in dosage or an updated appendix is received, this will be stapled to the front of the existing form, to ensure that the updated information is not overlooked.
- Any handwritten notes made on an appendix form to update it in line with written information provided by parents/guardians will be initialled and dated.
- When an updated appendix is received, the original will be retained, but will have a line drawn through it, to indicate that it is now superseded.

- When medication is administered an Appendix 4 will be filled out and stored in each students' confidential file. These records are stored in compliance with relevant data protection legislation. A copy will be given to the parents/guardians.

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 students.
- Positive feedback from parents/teachers/SNAs.
- Ensuring the primary responsibility for administering remains with parents/guardians.

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: _____

4) Name: _____

Phone: _____

Child's Doctor: _____

Phone: _____

Medical Condition:

Prescription Details:

Storage details:

What signs/symptoms may indicate your child is in need of this medication: (action)

Dosage required:

What Action is required? (Please attach further instruction if necessary)

I/We request that the principal to authorise the taking of prescription/non-prescription medicine during the school day as it 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/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 principal from any liability that may arise from the administration of the medication.

Signed: _____ Parent/Guardian

Date: _____

Appendix 2

Allergy Details

Type of Allergy:

Reaction Level:

Medication:

Storage details:

Dosage requires.

Administration Procedure (When, Why, How)

I/We request that the principal authorize the taking of prescription/non-prescription medicine during the school day as it 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/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 principal from any liability that may arise from the administration of the medication.

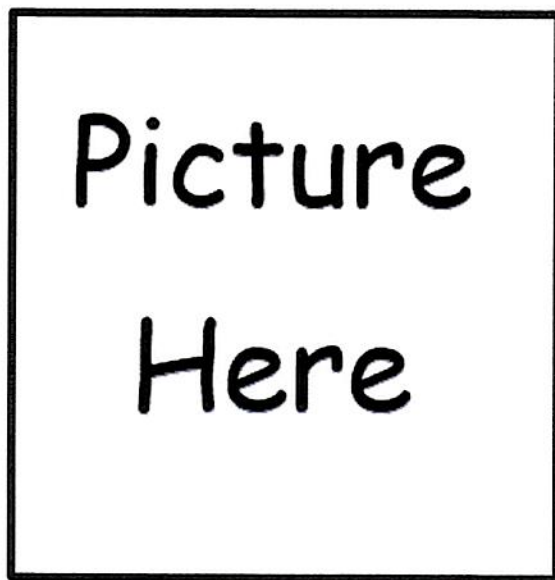
Signed: _____ Parent/Guardian

Date: _____

Appendix 3

Emergency Procedures

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



Symptoms:

Procedures:

To include:

Dial 112 and call emergency services.

Contact Parents/Guardians/Emergency

Contact

Appendix 5

Medical Condition and Invasive Procedure Details

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____

Phone: _____

2) Name: _____

Phone: _____

3) Name: _____

Phone: _____

4) Name: _____

Phone: _____

Child's Doctor: _____

Phone: _____

<p>Medical condition:</p>

Specialist equipment storage details:

Maintenance of specialist equipment:

What signs/symptoms may indicate your child is in need of this invasive procedure? (action)

What steps are required in carrying out this invasive procedure? (Please attach further instruction if necessary)

I/We request that the principal authorize this invasive procedure during the school day whenever required as it 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 medical treatment/equipment required in writing and that we must inform the teacher each year of the equipment/medical condition. I/We understand that no school personnel have any medical training, and we indemnify the principal from any liability that may arise from the invasive procedure.

Signed: _____ Parent/Guardian

Date: _____

Appendix 6

Record of the Administration of Specialist Equipment

Student's Name: _____

Date of Birth: _____

Medical Condition:

Administration Details: (When, Why, How)

Signed: _____

Date: _____