

# **St. Columba's College Stranorlar**



## **Administration of Medication Policy**

**December 2020**

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## **1 Link to Mission Statement**

This policy has been developed in conjunction with our Mission Statement which states:

*St. Columba's College is a Catholic Voluntary Secondary School in the trusteeship of CEIST and is committed to the pursuit of excellence in a caring environment.*

This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment. While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a contractual duty upon teachers to personally undertake the administration of medication. As professional educators, St. Columba's College teachers' implement and maintain professional standards of care for our pupils, however teachers are not medics and administering medication is a voluntary act by teachers.

The Board of Management requests parents/guardians to ensure that appropriate school personnel are made aware in writing of any medical condition suffered by their children.

Parents/guardians are asked to complete the medical section of the school application form and subsequently the school enrolment form as well as update the school as necessary with regard to their child's medical concerns.

## **2 Rationale**

The policy as outlined was put in place to clarify areas of responsibility and to give clear guidance about situations where it is, and/or, is not appropriate to administer medicines. As a general rule, 'teachers' should not be involved in the administration of medication to pupils, however, there may be occasions where pupils may need to take medication during school hours and/or whilst engaged in school related activities. The over-riding concern must always be the pupils' health and welfare. There is an infirmary where students may go if they feel ill and there are staff members who are trained in First Aid in the event such an incident should arise.

## **3 Scope of this policy**

The policy also operates within a legislative framework and takes account of the following;

- The Education Act, 1998
- The Education Welfare Act, 2000
- Equal Status Act, 2000
- The Equality Act, 2004

- St. Columba's College Health and Safety Policy
- Children First Act, 2015

## 4 Aims

- To minimise health risks to pupils and staff on the school premises.
- To fulfil the duty of the Board of Management to 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.

## 5 Responsibilities and Standard Operating Procedures

The Board of Management of St. Columba's College wish to stress most strongly that it is the responsibility of the parent/guardian to inform the school of any medical needs their children may have.

**Parents/guardians are to inform the school immediately if a student of the college develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school.**

If a parent/guardian informs the school of a student's medical condition, the following procedures will be carried out:

- Prescribed medicines will only be administered at school in cases where it is deemed absolutely necessary
- Non-prescriptive medicines will neither be stored nor administered to students in school.
- Prescribed medicines will not be administered in school without the consent of parents/guardians. Parents/guardians of a student who needs to take medication during school hours should write to the Principal to authorise members of staff to administer the medication in school. Parents/guardians should use the attached letter template to provide the school with the following in writing:
  1. *Name of child and details of medication dosage;*
  2. *Whether the child should be responsible for his/her own medication;*
  3. *The circumstances in which medication are to be given by the teacher/SNAs and consent for it to be given*

4. *Indemnification of the Board of Management and authorised member(s) of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school*

The following points should be noted by staff, students and parents:

- A teacher/SNA should not administer medication without the specific authorisation of the senior management team or the Board of Management.
- No member of staff can be required to administer medicine or drugs to a pupil. It must be done on a voluntary basis.
- Medicine should not be kept by a pupil. It must be safely stored out of reach of students. Certain medicines, such as inhalers used by asthmatic pupils, must be readily accessible to a student at all times of the school day. Likewise, medicines such as epi-pens can be stored in the Deputy Principal's office (MS. White) and used when needed.
- The medicine should be self-administered if possible, under the supervision of an authorised adult.
- A written record of the date and time when medicine was administered must be kept by the supervising adult.
- In emergency situations, qualified medical assistance will be secured at the earliest opportunity. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary. Emergency medication must have exact written instructions of how it is to be administered.
- In all cases where parents/guardians request that prescribed medicines are administered at school, all of the school's SNAs must be authorised by the parents/guardians to administer the medicine. Parents/guardians must ensure that those teachers supervising extra-curricular activities or school outings, including foreign trips, are also authorised to administer medicine to their child.
- It is the parents/guardians responsibility to ensure that the medicines provided to the school are in date.
- Where children are suffering from critical care conditions (for example, diabetes, epilepsy), parents/guardians should outline clearly in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child. Parents/guardians are strongly advised to request a meeting with the Principal/Deputy to explain the written information provided.
- Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parents/guardians, 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.
- Parents/guardians should ensure that these procedures are clearly understood before submitting any request to the Board of Management.
- A confidential registry of students with medical conditions and medical needs will be kept (being entirely mindful of the data protection rights of St. Columba's College students) by the Senior Management Team. This information will be shared strictly on a need-to-know basis.

## **6 Emergency protocols**

In the event of an emergency, St. Columba's College staff 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, parents/guardians will be contacted to request permission so that an ambulance may be called and the pupil be taken to the nearest Accident and Emergency without delay. In the event that parents/guardians cannot be reached, the school will always prioritise the health of the student and call the ambulance if the situation merits it. The Health Service Executive call out costs of the ambulance and Accident and Emergency admission fees will be paid by the parents/guardians.

The College has a First Aid Responder team composing of teachers and SNAs qualified in First Aid.

St. Columba's College highly recommends that all students join the Pupil Personal Accident Insurance Scheme (24 hour) at the beginning of the school year.

### **6.1 Automated External Defibrillators (AEDs)**

An up to date list of AED trained staff is available in the staffroom and in prominent places around the school. A defibrillator is located in the staffroom which is accessible to those qualified in using it.

### **6.2 Reporting of Accidents & Dangerous Occurrences**

An accident report form must be completed and signed by both the supervising teacher and the student involved in the accident/incident. In cases where a student sustains a serious injury, a

more comprehensive report may be requested by the supervising teacher and/or witnesses to the accident/incident.

### **6.3 Minor injuries**

For minor injuries (e.g. needing a plaster) please ask permission to go to the infirmary where a staff member will assist. Likewise, if a student is feeling unwell, they may be sent to the infirmary where a parent/guardian will be contacted.

### **Ongoing Review**

The school will monitor, review on a regular basis, and evaluate the policy and all related work and procedures to ensure legal compliance and the maintenance of best practices.

This Administration of Medication Policy was formally adopted by the Board of Management on 9<sup>th</sup> December 2020.

Signature: ..... Date: .....

(Chairperson, St. Columba's Board of Management)

Signature: ..... Date: .....

(Principal)

**Date for Review: December 2022**

**Appendix 1: Medical Condition and Administration of Medicines Form**



Medical Condition and Administration of Medicines Form Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Year/Class: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Emergency Contacts**

1) Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name/Relationship \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Prescription Details: \_\_\_\_\_

Storage Details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Is your son/daughter to be responsible for taking the prescribed medication on their own?

\_\_\_\_\_

I/We request that the St. Columba's College 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 son/daughter. I/We understand that no school personnel have any medical training and we indemnify the St. Columba's College Board of Management from any liability that may arise from the administration of the medication.

Signed \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

Signed \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

School signature and stamp: \_\_\_\_\_ Date: \_\_\_\_\_