



St. Fintan's NS

Administration of Prescribed Medicines and Healthcare Policy

Introduction

St Fintan's NS is a co-educational primary school under the patronage of the Catholic Archbishop of Dublin. It is a mainstream primary school catering for a full cross section of pupils.

Rationale

The policy as outlined is put in place to:

- To outline procedures to deal with a pupil with a chronic illness in our school
- To give clear guidance about situations where it is not appropriate to administer medicines
- Clarify areas of responsibility
- Safeguard school staff that are willing to administer prescribed medication
- Protect against possible litigation

Relationship to 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 this Policy

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

- Minimise health risks to children and staff on the school premises
- Provide practical guidance for teachers, parents* and other relevant parties in ensuring the safety and general well-being of all students who attend our school
- Provide a framework within which prescribed medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents
- Fulfil the duty of the BoM in relation to Health and Safety requirements

*The term 'parent' implies any person with parental responsibility such as foster parent, carer, guardian or local authority.

In-School Procedures

Prescribed medicines will be administered only after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of the teaching 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 in respect of any liability arising from the administration of medicine.

(Appendix A)

- The school generally advocates the self-administration (e.g. inhalers) of prescribed medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. Only prescribed emergency medicines for those students with a chronic health condition are stored on the school premises. Parents are responsible for the provision of prescribed medication and notification of change of dosage.
- 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.
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class.
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Long Term Health Problems

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of prescribed medicines must be made with the Board of Management. This is the responsibility of the parents. It would include measures such as self administration, administration under parental supervision or administration by school staff.

Life Threatening Condition

Where children are suffering from chronic conditions, parents must clearly outline, in a care plan, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child. (If emergency medication is necessary, arrangements must be made with the Board of Management). A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of prescribed medication.

Guidelines for the Administration of Prescribed Medicines

1. The parents of the pupil with special medical needs must inform the Board of Management 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 prescribed medication, i.e. a care plan.
2. Parents must write requesting the Board of Management to authorise the administration of the prescribed medication in school
3. Where specific authorisation has been given by the Board of Management for the administration of prescribed medicine, the medicine must be brought to school by the parent
4. A written record of the date and time of administration must be kept by the person administering it
5. Parents are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. The Board of Management must inform the school's insurers accordingly
7. 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
8. All correspondence related to the above are kept in the school

Medicines

- Children may not bring non prescribed medicines to 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 prescribed medication without the specific authorisation of the Board of Management
- The prescribed medicine should 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 prescribed medicine or drugs 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 prescribed medication in bags, coats, etc
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

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. Parents will be contacted simultaneously. The school maintains an up-to-date register of contact details of all parents including emergency numbers. This is updated in September of each new school year.

First Aid Boxes

A medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

A first aid box is kept in each individual classroom containing anti-septic wipes, anti-septic bandages, cotton wool, plasters, etc.

First Aid Co-ordinator: Ms. G. Smith

Roles and Responsibilities

The Board of Management has overall responsibility for the implementation and monitoring of the school policy on administration of prescribed medication. The principal is the day-to-day manager of routines contained in the policy with the assistance of all staff members.

Healthcare Policy

Managing Chronic Health Conditions in the School (Asthma, Anaphylaxis, Diabetes and Epilepsy)

Guiding Statement

- A) St. Fintan's NS ensures that the whole school environment is inclusive and favourable to students with chronic conditions.
- B) St. Fintan's NS understands that certain chronic conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Parents have a duty to inform the school of such a condition and provide the necessary medical equipment to respond to emergencies.
- C) St. Fintan's NS has clear guidance on the administration and storage of prescribed medication and necessary equipment at school.
- D) Staff understand the common chronic health conditions that affect students at this school.

Statement A

St. Fintan's NS ensures that the whole school environment is inclusive and favourable to students with a chronic condition. This includes the physical environment, as well as social, sporting and educational activities.

What we aim to achieve

Education and Learning

1. St. Fintan's NS ensures that students with chronic conditions can participate fully in all aspects of the curriculum and does its best to provide appropriate adjustments and extra support as needed.
2. If a student is missing a lot of school time, has limited concentration or is frequently tired, all teachers and SNA's at St. Fintan's NS understand that this may be due to a chronic condition.
3. Staff use opportunities such as social, personal and health education lessons to raise awareness of chronic conditions amongst students and to create a positive social environment.
4. Risk assessments are carried out by St. Fintan's NS prior to any out-of-school visit and chronic conditions are considered during this process. Factors considered include accessing the proposed activities, administration and storage of medication and emergency plans.

Social Interactions

1. St. Fintan's NS ensures the needs of students with chronic conditions are adequately considered to ensure their involvement in structured and unstructured social activities, before and after school and during breaks.
2. St. Fintan's NS ensures the needs of students with chronic conditions are adequately considered to ensure they have full access to extended school activities such as clubs and school excursions.

3. Staff at St. Fintan's NS are aware of the potential social problems that students with chronic conditions may experience. Staff use this knowledge to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
4. St. Fintan's NS ensures all teachers and external sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
5. St. Fintan's NS encourages all students have the appropriate medication and/or food with them during physical activity and that students take them when needed.

Statement B

St. Fintan's NS understands that certain chronic conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Parents have a duty to inform the school of such a condition and provide the necessary medical equipment to respond to emergencies.

What we aim to achieve

1. School staff are informed and regularly reminded about managing students with a chronic condition
2. Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff, (A. Byrne) has responsibility for the register at the school.

Ongoing Communication and Review of Healthcare Plans

1. Parents of students at the school are regularly reminded to update their child's Healthcare Plan with changes to things such as their symptoms or their medication.
2. All students with a Healthcare Plan at this school have their plan routinely discussed and reviewed at least once a year.

Storage and Access to Healthcare Plans

1. Parents of students with a chronic condition are provided with a copy of the student's current agreed Healthcare Plan.
2. Healthcare Plans are kept in a secure central location at school.
3. All members of staff who work with students have access to the Healthcare Plans of students in their care.
4. The school ensures that substitute/temporary teachers are made aware of (and have access to) the Healthcare Plans of students in their care.

Statement C

St. Fintan's NS has clear guidance on the administration and storage of medication and necessary equipment at school. The school understands the importance of medication being taken as prescribed and the need for safe storage of medication at school.

What we aim to achieve

1. All students at St. Fintan's NS with chronic conditions have access to their emergency medication at all times.
2. St. Fintan's NS understands the importance of medication being taken as prescribed.
3. Staff are aware that there is no legal or contractual duty for a member of staff to administer medication or supervise a student taking medication. However, any teacher who is willing and confident to administer medication to a student can do so under controlled guidelines.
4. Parents understand that if their child's medication changes or is discontinued, they should notify the school immediately in writing to update their child's Healthcare Plan. The school confirms the changes are incorporated into the plan.
5. If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

Safe Storage-Emergency Medication

1. Emergency medication is readily available at all times during the school day or at off-site activities.
2. Staff members know where emergency medication is stored.
3. There is an identified member of staff who ensures the correct storage of medication at school, (Ms. A. Byrne).
4. The identified member of staff, along with the parents of students with chronic conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.
5. Some medication for students may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled with the student's name.
6. All medication is sent home with parents at the end of each school year.
7. It is the parent's responsibility to ensure in date medication comes into school on the first day of each new school year.

Statement D

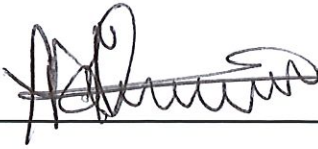
Staff understand the common chronic health conditions that affect students at St. Fintan's NS. Staff receive appropriate training on chronic conditions and what to do in an emergency.

What we aim to achieve

1. All staff are aware of the most common chronic conditions.
2. Staff understand their duty of care to students in the event of an emergency. In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent and look to implement the relevant Emergency Plan.
3. The staff who work with students who have a chronic condition at this school receive instructions on what to do in an emergency by following the school's Emergency Plan for each condition.

Ratification and Review

The implementation of this policy will commence immediately on ratification by the Board of Management on November 27 2023. It will be reviewed every three years in the third term or as circumstances may warrant.



Date 27/11/2023

Chairperson of the Board of Management



Date 27/11/23

Principal



LETTER OF INDEMNITY

To: St. Fintan's National School Sutton, (hereinafter called "the School"), Board of Management of St. Fintan's National School, Principal of St. Fintan's National School, all teachers and other staff members, employees, agents and contractors of the School (hereinafter collectively called "the Parties")

I/We am/are the parent/s and guardian/s of () being a pupil of St. Fintan's National School, Sutton, the said child having a () condition. I/We have requested the School to store prescribed medication for the treatment of my/our child's condition, at the School and/ or have requested and authorised the School to provide for the application of the prescribed medication by a nominated member of staff of the School, as circumstances require. I/We irrevocably authorise and request the School to give the following assistance to our/my child without any prior notice to me/ us:

(Insert details)

I/We acknowledge that the above facility provided by the School is on a purely voluntary basis and without any obligation whatsoever on the part of the School. In consideration of the School facilitating me/us as stipulated in paragraph 1 above, I/we hereby indemnify all of the above Parties, their respective executors, administrators and/or assigns as the case may be, in respect of all losses, claims, demands, actions or proceedings whatsoever arising under any statute or common law in respect of personal injury or injury of any nature whatsoever arising out of or in the course of or caused directly or indirectly by the storage of the said medication by or at the School and /or application of the said medication to my/our child. We will ensure that the medication is within the expiry date.

Dated

Signed by: Parent 1 _____ Parent 2 _____