

**RATHFARNHAM**



**EDUCATE TOGETHER  
NATIONAL SCHOOL**

Document name	RETNS Policy on Administration of Medicine and Medical Care
Version reference	2.0
Nature of revision	Review
Document owner	Board of Management
Approved by	Board of Management
Ratified Date	7 <sup>th</sup> December 2020
Further Review Date	2023

## **RETNS POLICY ON THE ADMINISTRATION OF MEDICATION AND MEDICAL CARE**

***Policy No. 10/20***

### **Introduction:**

The RETNS Policy on the Administration of Medicine was reviewed by the Board on Management, BOM, in December 2020. This document outlines the updated position regarding the administration of medication and the provision of medical attention to children who may require it while in the care of the school.

### **Purpose:**

The purpose of the Policy on the Administration of Medication and Medical Care is as follows:

1. To clarify and specify the role and responsibilities of parents/guardians and staff regarding the administration of medication while children are in the care of the school with a view to
  - ensuring the needs of children who require the administration of essential medication during the school day are met in line with best practice, and
  - protecting staff by ensuring that any involvement in medication administration complies with best practice guidelines;
2. In cases of long-term illness or emergency situations where the administration of medication has been agreed with parents/guardians, to provide a framework under which the medication may be administered; and
3. To ensure compliance with the relevant legislation, including the Health and Safety Act, Health and Safety Authority guidelines and Health Service Executive guidelines, and to minimise health risks to children and staff on the school premises.

**Scope:**

This policy applies to parents and guardians of pupils in RETNS and to staff who have agreed to administer medication to children who require it. It should be noted that staff are not obliged to administer medication to pupils. Where staff undertake to administer medication, they are authorised to do so by the BOM where parents/guardians have signed and submitted the "Administration of Medication in Schools Indemnity Form".

**Policy statement:**

In line with the ethos of RETNS, children with chronic or long-term medical conditions are encouraged and supported to engage fully in school activities. Where the administration of medication is required to facilitate a fully inclusive environment, every effort will be made to accommodate children's needs in line with this policy and its related documentation.

The BOM has a duty to safeguard the health and safety of pupils while they are engaged in authorised school activities. Parents/guardians are strongly advised not to send their child(ren) to school if they are ill. Children should not return to school until the illness has resolved.

Parents/guardians are responsible for informing the school if their child has a medical condition that may require the administration of medication on a routine or emergency basis.

The BOM appreciates that some pupils may have long-term medical conditions that require the administration of medication either on a routine or emergency basis. This policy outlines the framework for and identifies the key roles and responsibilities of parents/guardians, staff and the BOM. Staff may, at their own discretion, agree to administer certain medication or procedures, but they are not obliged to do so. Arrangements will be made on a case by case basis.

**1. Children enrolling in the school:**

**1.1** All parents/guardians, when enrolling their child in the school, are required to complete a "Medical Information Form".

**2. Children with chronic or potentially emergency medical conditions:**

**2.1** Where children suffer from chronic and-or potentially life-threatening conditions, parents/guardians are required to complete a "Medication Administration Form" in addition to the "Medical Information Form".

**2.2** The BOM requires parents/guardians to complete an "Administration of Medication in Schools Indemnity Form" in respect of any liability arising from the administration of authorised medication in the school or during school-related activities such as school trips. Copies of the indemnity form and procedures for the administration of medication will be provided to parents and guardians when

a child begins in junior infants or subsequently if a medical condition develops after the child has started in the school or if the forms and procedures are revised.

### **3. Administration of medication:**

**3.1** Where possible, medication should be taken outside school hours and the taking of medication should be kept to a minimum at school.

**3.2** Where possible, medicine should be self-administered under the supervision of a staff member.

**3.3** Prescription medication will only be stored/administered in the school following a written request to the BOM from the parents/guardians. This communication should request the BOM to authorise a teacher/staff member to administer medication.

**3.4** In so doing, the BOM will determine if the medication is such that a non-medical person may administer it or supervise its administration. The BOM cannot require staff members to administer medication. The BOM can, however, request appropriate staff members to volunteer to administer medication, authorise them to administer medication and arrange training if required.

**3.5** A minimum of three staff members may be asked to volunteer to administer medication to ensure adequate cover for sick leave, course days, school trips, etc. This will usually, but may not always, include the class teacher. ANAs assigned to children in a class may also be expected to administer medication.

**3.6** Parents/guardians will be informed of the staff member(s) who are willing to administer the medication. In the event, that no staff members are willing to administer medication, the Principal will discuss alternative options with the child's parents/guardians.

**3.7** Medication will only be administered to the child for whom it has been prescribed.

**3.8** Parents/guardians are required to notify the school of any changes in their child's medical condition and if this requires any alteration regarding the medication that may be administered. In such circumstances, parents/guardians may be required to complete updated medical information, administration of medication and indemnity forms.

**3.9** The BOM reserves the right to request written confirmation of medical advice from the child's doctor, including confirmation of the medication dose and circumstances where it should be given.

**3.10** The BOM reserves the right, after due consideration, to refuse a request to administer medication.

**3.11** Arrangements regarding the administration of medication to children attending extra-curricular activities in the school should have regard to this policy and its associated procedures and be notified to the school as necessary.

#### **4. Storage of medication:**

**4.1** Non-prescription medicine will not be stored or administered in the school. Pupils are not permitted to carry non-prescription medication in school. If found, such medication will be stored until the child's parents/guardians are notified.

**4.2** If the BOM authorises the storage and administration of medication in the school, it is the responsibility of the parents/guardians to ensure an adequate supply of the medication and that it has not passed its expiry date. If medication goes out of date, it will be the responsibility of the parents/guardians to dispose of it safely.

**4.3** It will be the responsibility of parents/guardians to ensure the dosage noted on containers in which their child's medication is stored is correct and that if there are any changes in the dosage, that the information is amended accordingly.

#### **5. Record of medication administered:**

**5.1** A written record of medication administered in the school will be maintained. If medication is administered by staff to treat an emergency, for example, an allergic reaction, hypoglycaemia or asthma attack, the parents/guardians will be contacted immediately.

**5.2** In certain circumstances, it may be appropriate for an older child to retain medication in their possession and administer it as necessary, for example, an inhaler for asthma. A written request to the BOM, together with the related documentation, will be required. In such circumstances, a written record of medication use will not be kept and staff will not be responsible if the medication is mislaid.

**5.3** A record of those trained and willing to administer medication or demonstrate how medication should be administered will be maintained.

#### **6. Medical emergencies:**

**6.1** In the event of a child becoming acutely ill during the school day, the parents/guardians will be notified immediately.

**6.2** In the event of an emergency, qualified medical help will be sought for the child.

**Roles and responsibilities:**

The Principal will appoint a staff member who will co-ordinate the storage of medication and maintain a register of those children with medical needs who may need the administration of medication.

Staff involved in the administration of medicine will be required to indicate that they have read and understood the policy and its implications and to sign a document to that effect.

The onus will be on parents/guardians to ensure that sufficient medication is provided in the case of off-site school activities, for example, school trips. Arrangements for the administration of such medication should be made and confirmed in advance of such activities.

**Definitions:**

Medication means medicine prescribed by a medical professional for the treatment of chronic or emergency medical conditions.

**Related documentation:**

Medical Information Form

Medication Administration Form

Administration of Medicines in Schools Indemnity Form

Procedures for the administration of medication

**Contact details:**

The Principal

Rathfarnham Educate Together National School

Loreto Avenue

Rathfarnham

Dublin 14

Telephone: (01) 493 8677

E-mail: info@retns.ie

**Review date:**

This policy was reviewed by the BOM in December 2020 and will be reviewed again in 2023 or earlier if required.