

# Policy and Procedures for the Administration of Medication to Students

The Board of Management of St. Anne's Secondary School recognises its duty to safeguard the health and welfare of all students both in school and during school related activities. When the administration of medication is required to facilitate a fully inclusive environment for students with certain medical conditions, every effort will be made to meet the student's needs in line with our school ethos of inclusivity.

The Board of Management notes that the overriding concern of this policy is student health and welfare.

A student who is sick and clearly unwell should not be in school. In such circumstances the Principal and/or Deputy Principal and/or Year Head is within their rights to ask parents/guardians to collect the student from school and/or keep the student at home.

## Aims of the Policy

The aim of this policy is set out as follows:

- To safeguard student health and welfare
- To ensure that medication is stored in a secure and accessible manner
- To ensure that full instructions are available to the school for the administering of the medicine.
- To ensure that the school has a record of any medication administered.
- To ensure compliance with relevant legislation
- To identify and outline the responsibilities of parents/guardians and St. Anne's Secondary School
- To specify the procedures for administering
  - Medication for chronic illness
  - Prescribed 'rescue' medication
  - Over the counter medication

## Scope of the Policy

This policy will be deemed applicable when a student is physically present in St. Anne's Secondary School and its premises and on school related trips/activities that involve travel away from the school premises while representing the school or attending a school-related activity. Such travel can be within the Republic of Ireland or into a state outside of the Republic of Ireland.

## Responsibility of Parents/Guardians

It is the responsibility of parents/guardians to inform St. Anne's Secondary School of any medication that their child is taking, and the parents/guardians feel it is important for the school to be aware of. This is essential as it enables staff to access training in as timely a manner as possible. Information should be provided upon confirmation of a student's enrolment or following medication being prescribed for a student who is already enrolled in the school.

This includes, but is not limited to, medications for managing chronic illnesses such as diabetes, asthma, epilepsy and other similar conditions. Please note this is not an exhaustive list. Parents/guardians are also responsible for informing the school about any 'rescue' medication that their child has been prescribed.

Parents/Guardians must provide full written instruction on the student's condition, the name of the medication and required dosage, how and when the medication should be administered, and any storage instructions.

The medicine must be clearly labelled with the student's name, date, dosage and instructions regarding storage. Parents should take note of the expiry date and replace the medication upon the expiry date being reached. The school will return the expired medication to parents/guardians for disposal.

## Responsibility of the School

**Secure and accessible storage:** The medication will be stored in the locked medicine cabinet in the staffroom of the school. The key is stored above the medicine press. A spare key is located in the front office of the school. If necessary, some medication may be stored in the refrigerator in the staff room. (eg. Insulin). A copy of the Student Information Sheets will be stored in the medicine cabinet.

**Appropriate instruction and/or training for staff:** Each member of staff will receive information regarding relevant medical conditions of students in their class group, year group or team that they are teaching and/or involved with.

Where a teacher agrees to be responsible for the administration of medication to a student then appropriate training will be provided. Teachers are not obliged to personally administer student medication but, in an effort to provide an inclusive environment, they may agree to administer certain medicines or procedures. Such an arrangement will be made on a case-by-case basis, with prior approval from parents/guardians and BOM and following the provision of any appropriate training.

**Notification and reminders:** The Principal and/or Deputy Principal and/or Year Heads will periodically invite parents/guardians to submit updated information regarding their child's medication using the form at Appendix A. Typically this will happen twice in any school year.

## **Administration procedures**

### **1. Administration of prescribed medication for chronic illness.( e.g. diabetes, asthma attack, anaphylaxis, hypoglycaemia, seizures)**

- 1.1. The medication must be administered by a staff member who can identify the student (i.e. knows the identity of the student). This is to ensure that the correct medication is administered to the correct student.
- 1.2. Where possible, a second staff member should be present to witness the administration process.
- 1.3. If a staff member does not know the identity of the student, they must immediately seek assistance from another staff member to ensure that the correct medication is administered.
- 1.4. The staff member will withdraw the box with the medication and check the label for the student's name, the name of the medication and the amount of liquid/tablets to be taken. They will also ensure that the medication has not expired past the expiry date.
- 1.5. The staff member will dispense the medication exactly as directed by the label on the box.
- 1.6. Following the administration of this medication, a record will be made in the medications booklet.
- 1.7. Parents/guardians of the student will be contacted and informed that the medication has been administered as soon as is practicable following the administration of medication.
- 1.8. Where necessary, additional medical assistance will be sought by phoning the relevant service (e.g. ambulance)

### **2. Administration of prescribed 'rescue' medication in the event of an emergency**

- 2.1 Where possible, two members of staff will be present during the process of administering rescue medication. The staff member(s) administering the medication must know the student's identity to ensure that the correct medication is being administered to the correct student.
- 2.2 The staff member must get the medication and verify with the student, if conscious, or with another staff member that the medication in their hands is the correct medication.
- 2.3 The staff member will administer the prescribed dosage of medication as set out in the instructions.
- 2.4 The staff member will remain with the student and call for medical help from a GP or request an ambulance (depending on the needs of the student).



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2.5 The staff member may only administer medication following training from the student's parents/guardians or an approved training provider.

2.6 Parent/guardians will be informed of the administration of rescue medication as soon as possible. The school Principal will also be informed. A record of this administration will be made in the record of medications book.

### 3. Administration of over the counter medications

3.1 If a student requests a Panadol/Paracetamol then the parent's permission has to be sought on each occasion and a note made in the 'Record of Medication' book that is kept in the front office.

3.2 The staff member must first speak with the student and ask what medication they are looking for.

3.3 The staff member must then contact the student's parent(s)/guardian(s) and ask for permission for them to have this medication.

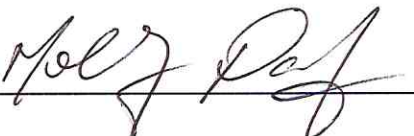
3.4 When speaking with parent/guardian the staff member must verify that the student has no allergies to the medication or has not taken it previously that day. (within 4 hours in the case of paracetamol, within 8 hours in the case of ibuprofen)

3.5 The staff member should check the expiry date on the box.

3.6 The staff member should give over the medication with a witness present, where possible.

3.7 The staff member must make a note in the 'Record of Medication' book.

This policy was ratified by the Board of management on 22<sup>nd</sup> February 2024, and will be reviewed every two years.

Signed:   
Chairperson

Date: 22/2/2024

Signed:   
Principal

Date: 22/2/2024

**Administration of Medication – Student Information Sheet**

Student	
Class	
Contact details	
Nature of the student's condition	
Symptoms of the student's condition	
Details of medication	Name of Medication: Prescribed dose: Where is medication kept Is medication self administered      YES / NO Is adult supervision required      YES / NO
Do you wish the school office to store your daughter's medication	YES / NO
Is it necessary for your daughter to bring her medication to PE and sport	YES / NO
Is it necessary to bring the medication on out of school trips	YES / NO
Any additional information Eg any specific instruction re administration of the medication eg. , is there a particular time of the day when medication is required or any specific procedure you would like us to follow	

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(Signature of Parent/Guardian)

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(Date)