

# **St. Mary's College Dundalk**



## **Administration of Medication Policy**

**Jan 2016**

## **Mission Statement**

St Mary's College is a Catholic secondary school under the patronage of the Marist Fathers. The primary aim of the College, through its spiritual and humanistic endeavours, is to promote and develop a sense of community where those entrusted to its care can be brought to the fullness of their human potential in accordance with the teachings of the Gospel.

The College, through its academic, pastoral and spiritual undertakings strives to provide for the holistic development and welfare of each of the students in its care.

## **Rationale:**

The policy as 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 outline procedures to deal with a student with a nut allergy in our College
- Safeguard College staff that are willing to administer medication
- Protect against possible litigation.

## **Relationship to College Ethos:**

The College promotes positive home and College interaction, not only in relation to the welfare of our students but also in relation to all aspects of College life. This policy is in keeping with the College ethos through the provision of a safe, secure and caring educational environment and the furthering of positive home and College links.

## **Aims & Objectives of this Policy:**

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

- Minimise health risks to students and staff on the College premises
- Fulfil the duty of the Board of Management 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

**General Procedures:**

- Parents / Guardians are required to inform the College of any medical conditions when enrolling their child in the College.
- Parents / Guardians are required to inform the College if a student in its care has been diagnosed with a medical condition that could impact on his / her education while enrolled in the College.
- The Board of Management requests Parents / Guardians to ensure that teachers be made aware in writing of any medical condition suffered by any student in their class. This, however, does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.
- Teachers have a professional duty to safeguard the health and safety of students, both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

**Long Term Health Problems**

- Where there are students with long-term health problems in College, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management.
- This is the responsibility of the Parents / Guardians. It would include measures such as self-administration, administration under Parental / Guardian supervision or administration by College staff.
- If a student requires self-administration on a daily basis and Parents / Guardians have requested storage facilities, they must request in writing such facilities and are responsible for the provision of medication and notification.

**Life Threatening Condition**

- Where students are suffering from life threatening conditions, Parents / Guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child (Appendix
- If emergency medication is necessary, arrangements must be made with the Board of Management.
- The Parents / Guardians in respect of any liability that may arise regarding the administration of medication must sign a letter of indemnity.

- If a student requires self-administering on a daily basis and Parents / Guardians have requested storage facilities, they must request in writing such facilities and are responsible for the provision of medication and notification.

### **Guidelines for the Administration of Medicines**

- The College generally advocates the self-administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of prudent Parents / Guardians.
- No staff member is obliged to administer medicine or drugs to students.
- Parents / Guardians of the student 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 medication. (Appendix 1, 2 or 3)
- Parents / Guardians must write requesting the Board of Management to authorise the administration of the medication in College.
- Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to College by the Parent / Guardian.
- A written record of the date and time of administration must be kept by the person administering it (Appendix 4).
- Parents / Guardians are responsible for ensuring that emergency medication is supplied to the College and replenished when necessary.
- Emergency medication must have exact details of how it is to be administered.
- The Board of Management must inform the College's insurers accordingly.
- Parents / Guardians 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 College.
- All correspondence related to the above will be kept in the College.
- Students under 16 years of age requesting headache tablets will be required to call home, from the College Office for approval before tablets will be dispensed
- Students over 16 years of age will not be required to call home.
- The College recognises that SNAs have a close working relationship with their students and may have to on occasion administer their medication.

## **Medicines**

- Non-prescribed headache tablets will be stored and administered to students in the College Office
- A staff member must not administer any medication without arrangements having been put in place as outlined earlier and without specific authorisation of the Board of Management
- Arrangements for the storage of certain emergency medicines which must be readily accessible at all times. Arrangements to be made with the Principal.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher / SNA if not the Parent / Guardian.
- No staff member can be required to administer medicine or drugs to a student.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the Parents / Guardians contacted.
- It is not recommended that students keep medication in bags, coats, etc.

### **The following guidelines are in place with regard to students with a Nut Allergy**

- Staff dealing with the student do not eat nuts or any item with nut trace.
- Advise other students not to offer or exchange foods, sweets, lunches etc.
- If going off-site, medication must be carried.

### **In the event a student comes in contact with peanuts**

- Only in the event of anaphylactic shock should the pen be administered.
- Pen is stored in a very accessible place with the Principal's approval.
- Before or immediately after Pen has been administered, an ambulance must be called.
- Immediately after the pen has been administered the student's Parents / Guardians should be contacted.

### **Indicators of shock include**

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

**Emergencies:**

- In the event of an emergency, 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, designated staff members may take a student into Accident and Emergency without delay. Parents / Guardians will be contacted simultaneously.
- In addition, Parents / Guardians must ensure that the College is made aware in writing of any medical condition, which their child is suffering from. For example students who are epileptics, diabetics etc. may have a seizure at any time and the College must be made aware of symptoms in order to ensure that appropriate persons may give treatment.
- Written details are required from the Parents / Guardians outlining the student'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.
- The College maintains an up to date register of contact details of all Parents / Guardians including emergency numbers. This is updated at the start of each academic year.

**First Aid Boxes:**

A full medical kit is taken when students are engaged in out of College activities such as tours, sports, games and all athletic activities. A number of staff are trained in first aid. **List is available on staff notice board The College also have a defibrillator located in the Study Hall desk. A list of all staff who can use it is attached.**

**General Recommendations:**

We recommend that any student who shows signs of illness should be kept at home. Requests from Parents / Guardians to keep their child in at lunch break are not encouraged. A student too sick to attend the College or play with peers should not be in the College

**Roles and Responsibilities:**

- The Board of Management has overall responsibility for the implementation and monitoring of the College policy on Administration of Medication. The Principal is the day-to-day manager of routines contained in the policy with the assistance of all staff members.

**Success Criteria:**

The effectiveness of the College policy in its present form is measured by the following criteria;

- Compliance with Health and Safety legislation.
- Maintaining a safe and caring environment for children.
- Positive feedback from members of the College community.
- Ensuring the primary responsibility for administering of medication remains with Parents / Guardians.

## Appendix 1 Medical Condition and Administration of Medicines

Student's Name: \_\_\_\_\_

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

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

### Emergency Contacts

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

Storage details: \_\_\_\_\_

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

Is the student to be responsible for taking the prescription him/herself? \_\_\_\_\_

What Action is required \_\_\_\_\_



I /We request that the Board of Management authorise the taking of Prescription Medicine during the academic day as it is absolutely necessary for the continued wellbeing of my / our child. I / We understand that the College has may have no facilities for the safe storage of prescription medicines and that the prescribed amounts may be brought in daily. I / We understand that we must inform the College of any changes of medicine / dose in writing and that we must inform the College each year of the prescription / medical condition. I / We understand that no staff personnel have any medical training and we indemnify the Board of Management from any liability that may arise from the administration of the medication.

Signed \_\_\_\_\_ Parent / Guardian

\_\_\_\_\_ Parent / Guardian

Date \_\_\_\_\_

**Appendix 2 Allergy Details**

Type of Allergy:

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Reaction Level:

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Medication:

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Storage details:

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Dosage required:

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Administration Procedure (When, Why, How)

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **Appendix 3 Emergency Procedures**

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

Symptoms:

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Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

***To include: Dial 999 and call emergency services.***

**Appendix 4 Record of administration of Medicines**

Student's Name: \_\_\_\_\_

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

Medical Condition:

\_\_\_\_\_

Medication:

\_\_\_\_\_

Dosage Administered:

\_\_\_\_\_

Administration Details (When, Why, How)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_