



Administration of Medicines,
Illness and Absence Policy for Infectious Diseases
Scoil Chaitríona Senior

Introduction:

An Administration of Medication policy has been in existence in the school since 2009. The policy was recently redrafted in September 2022 and was ratified on the 20th of October 2022 .

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 indicate the limitations to any requirements which may be notified to teachers and school staff
- To outline procedures to deal with pupils with a nut allergy in our school
- Safeguard school staff that are willing to administer medication

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

- Fulfil the duty of the BoM 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

In –School Procedures:

- Parents are required to complete a Health/Medication section when enrolling their child/ren in the school.
- A reminder will be issued in September.
- No staff member is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below;
- Prescribed medicines will only be administered 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 medicines.
- The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. Medicines are stored appropriately (e.g. in a box out of a child’s arms reach). Inhalers are brought outside/ to PE on the child’s person.
- 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.
- Safety audits will be completed before a class leaves the school premises. In classes where children require medical aid/ medicine, a trained administrator of this medicine must attend also. In the case of a shortage of trained staff, this can include parents.
- 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/staff personally to undertake the administration of medicines or drugs.

Long Term Health Problems

Where there are children with long-term health problems (eg, asthma, diabetes, Anaphylaxis, etc) in school, 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 supervision or administration by school staff.

Life Threatening Condition

Where children 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 4). If emergency medication is necessary, arrangements must be made with the Board of Management. A statement of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Procedure for Administration of long term prescribed Medicines during school hours for children who have long term medical conditions and/or Allergies which require the Administration of Medicine

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 medication. (Appendix 1 and/or Appendix 2).

The written authorisation for the Administration of Medicine is required from the Parent(s)/Guardian(s) to The Board of Scoil Chaitríona Senior Primary School. The following details must be recorded on the form *“Medical Conditions and Administration of Medicine; Application to the BOM of SCS” and/or Appendix 2 “Allergy Details”*

- name and address of child
- medical condition the child suffers from
- name, dose, route of administration and times of administration
- copy of prescription from the child’s medical practitioner
- list of emergency contacts

Where permission has been given by the Board of Scoil Chaitríona Senior Primary School for the administration of a prescribed medicine.

1. Parent(s)/Guardian(s) are responsible for the provision of the medication to the school
2. Parent(s)/Guardian(s) must renew the request at the beginning of each year
3. Parent(s)/Guardian(s) must notify in writing any change in medication, change in dosage or change of time to be administered or commencement of additional medication.
4. Parent(s)/Guardian(s) are responsible for checking that the medication is in date and any medication that has passed its expiry date is taken by the Parent(s)/Guardian(s) and replaced with new medication.
5. Emergency medication must have the exact details of how it is to be administered, in what

dosage, etc.

6. Medication should be stored in the child's classroom and administered by the person/s authorised by the Board of Management.
7. Emergency contact details must be supplied by the Parent(s)/Guardian(s) and contact name and number of the child's GP.
8. Parent(s)/Guardian(s) are further required to indemnify the Board of Management of Scoil Chaitríona Senior Primary School and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school by signing the Statement of Indemnity. The Board of Management of Scoil Chaitríona Senior Primary School will inform the school's insurers accordingly.
9. **No teacher can be required to administer any medicine or prescribed medicines to pupils during school hours.**
10. Where an application had been made to the BOM and has been approved in accordance with this policy and where a staff member is satisfied to do so, they may administer medicine in line with training and this policy.
11. In emergency situations qualified medical assistance will be secured at the earliest opportunity. Dial 999 for emergency services.
12. Staff will record the administration of the medicine in Appendix 3 "Record of Administration of Medicines.
13. All correspondence related to the above will be kept in the child's file/ Aladdin pupil database.
14. For the safety of pupils, details of children's medical needs and the administration of medicine will be shared among staff of Scoil Chaitríona on the notice board in the staffroom.

Medicines

- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent.
- Non-prescribed medicines will neither be stored nor administered to pupils in 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 medication without the specific authorisation of the Board of

Management

- 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 medication (other than inhalers) in bags, coats, etc.
- Where the medicine or snacks for low blood sugar have been used by the pupil, it is the parent's responsibility to replace the snacks before the pupil returns to school.

Parents have the responsibility to guide staff on the correct procedures for their child's severe food allergies e.g.

The following guidelines are in place with regard to pupils with a Nut Allergy

1. Staff dealing with the pupil do not eat nuts or any item with nut trace
2. A notice will be placed on the classroom door to indicate it is a 'nut free zone'.
3. Advise children not to offer or exchange foods, sweets, lunches etc.
4. If going off-site, medication must be carried.
5. Parents will advise if specialist training is required.

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 to the best of their knowledge. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where the parent cannot accompany their child to A& E a staff member will accompany the child.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who have epilepsy, diabetes, etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child'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 should also outline clearly proper procedures for children who require medication for life threatening conditions.

- The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.
- Staff will follow the advice of emergency services.

- A phone call will be made to a child's parent if they sustain any injury to the head.
- No icepacks will be used on a child's head/ back of the neck.

Illness or Infection at School

When children should be kept at home

Parents/guardians are asked not to send their child/ren to school if any of the following apply:

1. The child has symptoms of an infectious illness that is mentioned in the list of 'Common Ailments requiring Pupils to Stay at Home' at the back of this policy (**Appendix 5**), or the HSE Publication: 'Management of Infectious Diseases in School – 2014', Chapter 9 or in Appendix 2 HSE document – 'When should my child return to school/ childcare?'
2. The child does not feel well enough to participate in the normal programme of curriculum activities.
3. The child requires more care than the classroom teacher/sna is able to provide without affecting the health, safety and schoolwork of the other pupils.
4. If antibiotics are prescribed for a contagious illness or infection, the child should not attend school until 24 hours after treatment has begun and must be showing signs of improvement.
5. If headlice or ringworm is noticed, the child may not come to school until treatment has begun. See the end of **Appendix 5** at the back of this policy.
6. If a child has been sent to school and is clearly unwell, as described above, a parent or guardian will be asked to collect him/ her from school as soon as possible.

Pupil Absence

Informing the Bus Escort (where applicable)

If a pupil becomes ill overnight or at the weekend and is unable to attend on the next school day, the parent/ guardian should contact the bus escort so the school bus need not come unnecessarily to the house. The evening before a pupil returns to school, the parent/guardian should phone the bus escort to ensure their son/daughter is collected in the morning.

Informing the school

As well as contacting the bus escort (where applicable), the parent/guardian must also contact the school/teacher via Aladdin, stating the reason for the child's absence.

Where a child has an infectious disease e.g. measles the parent must immediately notify the school in order for parents/ caregivers to be informed/ alerted to symptoms.

Returning to School

A pupil who has an infectious ailment, e.g. diarrhoea, vomiting, heavy cold, should remain at home until they are no longer infectious. The length of time before return will depend on the ailment and on the treatment. Guidelines in **Appendix 1** at the back of this policy, or in 'Management of Infectious Diseases in School' (Chapter 9), should be followed.

Collecting Child when ill

If a teacher/management contacts a parent/guardian to say that their child is not well enough to be at school, or travel home on school transport the parent/guardian must arrange to collect the child as soon as possible. This is primarily for the well-being of the child who is unwell. In the case of infectious diseases, it is also very important for the well-being of the other pupils and the school staff. Classroom staff will aim to keep the child as comfortable as possible while waiting for a parent/guardian to arrive. The teacher will record this early departure on Aladdin

Responsibility of the School

If a child feels unwell or appears unwell, on arrival at school or during the school day, the following procedures will be followed for the well-being of the child who is sick and of all members of the school community;

If a class teacher is concerned that a child is unwell, she/he will inform the parents by phone. In the case of a child who is unwell and is awaiting collection, staff will ensure that the child is supervised, reassured and made as comfortable as possible.

If the child has a suspected infectious condition further contact with other children will be limited by moving the child to a separate space in the classroom or by removing him/ her from the classroom.

All other necessary precautions will be taken to limit the spread of infection, i.e. careful handwashing and use of suitable sanitising cleaning products as required.

On an ongoing basis, Scoil Chaitríona Senior aims to promote good hygiene practices that will help prevent transmission of infection. These practices will be taught as part of the SPHE curriculum and will be consolidated throughout the school day. They will include:

Teaching and implementing effective handwashing throughout the school, with staff leading by example.

Teaching and implementing respiratory hygiene and cough etiquette, e.g. to turn away when coughing or sneezing, etc.

Provision of gloves, aprons, suitable sanitising cleaning products and cleaning equipment for staff who are in contact with bodily fluids when caring for a child. Gloves, aprons, and sanitising and cleaning equipment are stored in the cleaning cupboard.

First Aid Boxes

A full medical kit is taken when children are engaged in out of school activities such as school tours, swimming, soccer/ basketball games and athletic activities. There are First Aid kits mounted in the corridors, in the prefabs and in the staffroom. The going away First Aid kit is stored in the staffroom. The materials are restocked on a regular basis by relevant staff.

General Recommendations

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school. Supervision of children at break time in yard areas/lunchtime clubs only on dry days and in classrooms on wet days.

Roles and Responsibilities

The BoM has overall responsibility for the development and monitoring of the school 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 school 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 parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians.

Ratification, Review and Communication

This policy was reviewed in **September 2022** ratified by the BoM on **20th October 2022**. It will be reviewed as necessary. All of our policies are available on our website.

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Appendix 1: Medical Condition and Administration of Medicines Application to BOM

These details will be on display in the staffroom

Attach photo here

Child's Name: _____

Address: _____

Date of Birth: _____

Class _____

Child's Doctor: _____ Phone: _____ Medical Condition:

Prescription

Name: _____

Prescription Dosage; _____

Prescription route of Administration; _____

Prescription time of administration _____

Storage details; _____

Is the child to be responsible for taking the prescription him/herself? Yes/ No

Administration procedure: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Statement of Indemnity of the BOM

I/We request that the 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 child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed _____ Date _____

Parent/Guardian

Appendix 2: Allergy Details

These details will be on display in the staffroom

Attach photo here

Child's Name: _____

Address: _____

Date of Birth: _____

Class _____

Type of Allergy: _____ Reaction

Level: _____ Medication Name:

Prescription Dosage; _____

Prescription route of Administration; _____

Prescription time of administration _____

Storage details; _____

Is the child to be responsible for taking the prescription him/herself? Yes/ No

Administration procedure: _____

Statement of Indemnity of the BOM

I/We request that the 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 child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical

condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed: _____ Parent/Guardian Date: _____

Appendix 3: Record of Administration of Medicines

(To be completed and kept in child's file)

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____ Dosage

Administered: _____ Administration

details (When, Who, Why, How)

_____ Signed: _____ Staff member Date:

Appendix 4: Emergency Procedures Details (to be completed by parents)

In the event of (pupil name) _____, Class _____ displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

Symptoms: _____

Risks staff should be aware of:

Procedure:

1. _____

2. _____

3. _____

To include: Dial 999 and call emergency services. Contact Parents

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Signed: _____ Parent/Guardian Date: _____

Appendix 5

Common Ailments requiring Children to Stay at Home or to Visit GP

CHICKEN POX: The child should not attend school until all scabs are dry and crusted. This is usually 5-7 days after appearance of rash.

DIARRHOEA: When your child has had diarrhoea due to infection, he/she should only return to school once 48 hours have passed following the last loose bowel movement.

VOMITING: As in the case of diarrhoea, the child should remain at home until 48 hours have passed since last episode of vomiting due to infection.

FEVER: The normal body temperature is 36.5 to 37.2 C. If the child develops a temperature, she/he should remain at home until 24 hours after the fever has passed.

HEAVY COLD SYMPTOMS OR FLU LIKE SYMPTOMS: e.g., large amount of yellow-green nasal discharge, sleepiness, ear pain and/or fever. The child should be kept at home until these have subsided and the he/ she is able to participate in the normal school curriculum.

MILD COLD SYMPTOMS: If a child's mild cold symptoms would prevent him/ her from participating in normal school curriculum, e.g. significant weariness at onset, streaming watery discharge from nose, persistent cough, he/ she should be kept at home.

CONJUNCTIVITIS: inflammation of the lining of the eye and eyelid, causing sore or red eyes; can be highly contagious if bacterial or viral. Children with red eye/s and a watery or sticky discharge must be evaluated by a doctor, who will advise about return to school – at least 24 hours after start of treatment, perhaps until fully recovered.

IMPETIGO: The fluid inside the blisters is very infectious. The child should be taken to the doctor who will advise about return to school, usually when blisters have dried and healed or a minimum of 24 hrs after commencing antibiotics,

Common Conditions Requiring Immediate Treatment

HEAD LICE: It is important to avoid contact between an affected child and others. If parents/guardians notice head lice, or are advised that they have been noticed in the child's hair at school, treatment must begin before the child returns to school. So long as the treatment begins before bed-time, the child may attend school the next day.

RINGWORM: A child with suspected ringworm should be taken to their GP and, if ringworm is confirmed, treatment should begin as soon as possible. Once parents/guardians attend to this, the child may return to school.

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