

Catholic University School

89 Lower Leeson Street
Dublin 2



First Aid / Administration of Medicines Policy
(Ratified March 2019)

CATHOLIC UNIVERSITY SCHOOL

FIRST AID / ADMINISTRATION OF MEDICINES POLICY

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 allergies in our school.
- Safeguard school staff members that are willing to administer medication.
- Protect against possible litigation.
- Clarify procedures for medical emergencies.
- Clarify personnel/external agencies to be contacted in case of serious injuries.

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 inform the school of any medical/health issues on the Administration of Medicines Form (see Appendix I attached) when enrolling their children in the school. No

teacher 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. 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. A small quantity of prescription drugs (epi-pen's) will be stored in the General Office if parents have requested storage facilities. Parents should also provide additional medication to be stored in our sports facilities if necessary. Parents are responsible for the provision of medication and notification of change of dosage or if the medication has ceased or is out of date.
- 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.
- Class Heads and teachers will be alerted to students with medical conditions.
- 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. Parents must sign an indemnity form annually.
- Before any student may travel on a school trip under the supervision of teachers or other school staff, parents are required to complete the Consent Form: Medical Treatment During CUS School Trips (Appendix II attached), which provides an indemnity from parents in respect of any liability arising from the administration of medicines.
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.
- **In all cases where school staff are unsure of the management of medical conditions, help will be sought from medical experts i.e. doctors/nurses.**

LONG TERM HEALTH PROBLEMS:

Where there are students with long-term health problems 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 in consultation with medical experts. It would include measures such as self-administration, administration under parental supervision or administration by school staff.

LIFE THREATENING CONDITIONS:

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.

- 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 medication.

GUIDELINES FOR THE ADMINISTRATION OF 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 medication. Parents must sign off on the school policy.
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult.
4. A written record of the date and time of administration must be kept by the person administering it and parents will be informed of same.
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary and that medicines are in date (e.g. insulin pens).
6. Parents/Guardians are responsible for ensuring that emergency medication is supplied when their son is travelling on trips/tours/exchange programs. Tour leaders must be informed of the condition prior to travel and the steps necessary in the event of an incident.

7. Emergency medication must have exact details of how it is to be administered.
8. 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.
9. All correspondence related to the above are kept in the school.

MEDICINES:

- Non-prescribed medicines will not be 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; no antibiotics, or other medicines will be administered.
- 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.
- The prescribed medicine must 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 medicine or drugs to a pupil.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.
- Parents are expected to supply up-dated reports on children's medical conditions and needs.
- If a student is going off-site, medication must be carried.
- 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.
- 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 are epileptic, diabetic etc. may have a seizure at any time and teachers must be made aware of the 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.

FIRST AID BOXES:

- A First Aid kit and medicines for students requiring additional medication are taken when children are engaged in out of school activities such as tours, Rugby/Cricket, games and athletic activities. We will endeavour to have trained medical personnel available during our Rugby matches.
- A first aid box is kept in the **staffroom and in practical subject classrooms**, containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

GENERAL RECOMMENDATIONS:

- We recommend that any student who shows signs of illness should be kept at home.
- With students who have been hospitalised due to a head injury, caution will be exercised on their return to school inclusive of a staged return to full attendance at school. Decisions will be made on a case by case basis.

ROLES AND RESPONSIBILITIES:

- The BOM has overall responsibility for the implementation 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.

This policy is in compliance with Health and Safety legislation

RATIFICATION AND REVIEW:

This policy was ratified by the BOM. It will be reviewed in the event of incidents or on the enrolment of students with significant medical conditions.

APPENDIX I



Administration of Medicines Form

My son, [NAME] _____, [DOB] _____, who is a pupil of Catholic University School, requires the following medication for [CONDITION] _____:

| MEDICATION | DOSAGE INFORMATION |
|------------|--------------------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

In normal circumstances my son is capable of self-administering these medications. However, in the unlikely event that my son requires medications to be administered to him, I hereby indemnify any CUS teacher/staff member in respect of any liability that may arise regarding the administration of medications outlined above.

Signed: _____ (Parent 1) Contact No: _____

Signed: _____ (Parent 2) Contact No: _____

Date : _____ (Parent 1) Date: _____ (Parent 2)

APPENDIX II



**Consent Form
Medical Treatment during CUS School Trips**

Dear Principal Byrne

I have given consent for my son _____ to travel on the forthcoming school trip to _____ under the supervision of a number of CUS teachers.

I have disclosed that my son requires medication for the following conditions:

In normal circumstances my son is capable of self-administering these medications. However, in the unlikely event that my son requires medications to be administered to him, I hereby indemnify any CUS teacher/staff member travelling with the group in respect of any liability that may arise regarding the administration of medications outlined in the attached *Administration of Medicines* form.

In addition, should my son require urgent medical treatment and I am not contactable I hereby authorise the CUS teacher who is accompanying the group to act on my behalf, in seeking urgent medical assistance.

Signed: _____ (Parent 1) Contact No: _____

Signed: _____ (Parent 2) Contact No: _____

Date : _____ (Parent 1) Date: _____ (Parent 2)