

## **ADMINISTRATION OF MEDICATION & MANAGEMENT OF CHRONIC HEALTH CONDITIONS**

In St. Gabriel's school the overriding concern is for the health and welfare of pupils. With this in mind the following will apply:

- Parents are requested to fully inform the school, in writing, of any health conditions or concerns when enrolling their child/ren.
- Where a child has long-term health problems, proper and clearly understood arrangements for the administration of medicines and must be made with the Board of Management. Management of the condition must be discussed with the school principal. This is the responsibility of the parents/guardians.
- 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 personally to undertake the administration of medicines or drugs.
- In addition, parents are asked to arrange an annual meeting with the class teacher to ensure s/he is aware of current medical conditions, symptoms & the correct responses.
- 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 2).
- A pupil who is clearly unwell should not be in school and the Principal has a right to ask the parents to keep the child at home.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours
- Non-prescribed medicines will not be stored or administered in the school.
- 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
- School staff will only administer prescribed medication when arrangements have been put in place as outlined below.
- Administration of medication is a voluntary act by school staff. If a staff member agrees to administer medication s/he should be given information and training if needed.

***When administration of medication is necessary for a child during the school day, the following procedure should be followed:***

- Parents will write a letter to the Principal/Board of Management requesting the administration of medication. The letter will contain the child's full name and address, the diagnosed condition, the name of the medication to be administered and the exact dosage and time of administration. It must be signed by the parent or guardian.
- Parents may also be asked to produce a doctor's note to confirm that it is necessary to for the child to have medicine during school hours.
- Following receipt of the letter parents are required to complete an Administration of medication in School's Indemnity Form (Appendix 1).
- Parents will also be requested to meet with a member of staff to complete/discuss information on administration of medication and care plan and the Medical Profile page.
- The class teacher prepares a Medical Profile (Appendix 4). This includes a photograph of the child, details of administration of medication and/or an emergency response plan.
- This Medical Profile may be displayed in the school with the agreement of parents and will be kept for reference in the classroom and stored with medication. It should be uploaded to Aladdin with the Indemnity form and Care Plan.

- Parents are responsible for the provision of medication and should keep account to ensure that medication is available. The medicine should be clearly labelled and given to the school in the original container supplied by the GP or pharmacist.
- All medication requires a sealed container and is stored in a locked cupboard in the Secretary's office. Each child is assigned a labelled zipped bag which also contains a copy of the care plan (Appendix 2), Record of Administration (Appendix 3) & Profile (App 4)
- Medication will be administered from the Secretary's office by an assigned person
- Where there are changes in dosage or time of administration the parent/guardian should write a letter requesting these changes.
- Unused medication is returned to the parent/guardian at the end of the school year.
- Annual review meetings with parent and teacher are requested. The date and any changes should be recorded on the Care Plan and on the child's Aladdin Log of Actions.
- The school cannot take responsibility for inhalers/administration of inhalers that are kept in the child's bag.

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

- We endeavour to be a "Nut Free" school therefore nuts are not permitted in the school.
- All members of the school community are requested not to bring in nuts or food items that feature nuts e.g. fruit & nut cereal, nut bars, peanut butter, Nutella, nut yogurt etc.
- Teachers should advise children not to offer or exchange foods, sweets or lunches.
- Children with allergies are advised not to accept food from others.
- Children with allergies wash their hands carefully before eating any food.
- The school Principal will work with the school lunch provider to ensure food is nut free as far as possible.
- The child may be identified via a badge or bracelet if requested by the parent.
- A photograph of the child and emergency response information may be displayed in a prominent location in the classroom, staffroom / office.
- All parents are informed of this school policy via the website and when enrolling.
- A staff member should bring medication for children if they go on school trip, walks etc.
- How to administer epipen: [https://youtu.be/CigbwmQy2r8?si=xp\\_M0m4NW4kmk8w1](https://youtu.be/CigbwmQy2r8?si=xp_M0m4NW4kmk8w1)

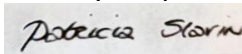
**Emergencies:**

In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further 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. Parents are responsible for informing the school of changes to contact details.

**Review**

This policy will be reviewed by the Board of Management as necessary and at least within a four-year period.

Signed:



Chairperson, Board of Management, St. Gabriel's Primary School

**Date:** 27/02/2024

## APPENDIX 1 ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

This indemnity made on \_\_\_\_\_ between  
\_\_\_\_\_ (lawful father and/or mother or guardian) of  
\_\_\_\_\_ (hereinafter called 'the parent/s'/ guardian) of  
the One Part and for and on behalf of the Board of Management of St. Gabriel's School  
situated at Ballyfermot Road, in the County of Dublin (hereinafter called 'the Board') of the  
Other Part.

### WHEREAS:

1. The parents/guardians are respectively the lawful father/mother/guardian of  
\_\_\_\_\_, a pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as  
\_\_\_\_\_.
3. The pupil may, while attending the said school, require, in emergency/exceptional  
circumstances, the administration of medication, viz.
4. The parents have agreed that the said medication may, in emergency/exceptional  
circumstances, be administered by said pupil's classroom teacher and/or such other  
member of staff of the said school as may be designated from time to time by the Board.

**NOW IT IS HEREBY AGREED** by and between the parties hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful  
father and mother respectively of the said pupil **HEREBY AGREE** to indemnify and keep  
indemnified the board, its servants and agents including without prejudice to the generality  
the said pupil's class teacher and/or the principal of the said school from and against all  
claims, both present and future, arising from the administration or failure to administer the  
said medicines.

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF WITNESS \_\_\_\_\_ DATE \_\_\_\_\_

## APPENDIX 2 – INFORMATION ON ADMINISTRATION OF MEDICATION AND CARE PLAN

Child's name: \_\_\_\_\_ D.O.B \_\_\_\_\_

Condition/Allergy: \_\_\_\_\_

Medication to be Self-Administered: Yes \_\_\_\_\_ No \_\_\_\_\_

Medication to be Administered by Staff: Yes \_\_\_\_\_ No \_\_\_\_\_

Staff members with permission to administer the named child's medication:

1. Any staff member in an emergency \_\_\_\_\_
2. Principal/Deputy Principal \_\_\_\_\_
3. Secretary \_\_\_\_\_
4. Class teacher \_\_\_\_\_
5. SNA assigned to class \_\_\_\_\_
- Other \_\_\_\_\_

### Prescription details

Name of medication to be administered: \_\_\_\_\_

Dosage of medication: \_\_\_\_\_

Time of administration of medication: \_\_\_\_\_

Frequency of administration of medication: \_\_\_\_\_

\_\_\_\_\_

Medication is to be administered when:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How to administer medication:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parents/Guardian should be notified when: -

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

An ambulance should be called when:

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Agreed procedures following a seizure or for other required action

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Miscellaneous notes:

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The following should NOT be done or may be a risk to the child:

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1. The School has received a letter requesting administration of medication: Yes\_\_\_ No\_\_\_
2. Appendix 1, the Indemnity form has been signed by Parent/s (Guardian): Yes\_\_\_ No\_\_\_
3. Appendix 2 – The care plan completed by or with Parent/s/Guardian: Yes \_\_\_ No \_\_\_
4. I would like a medical profile to be displayed in the school showing a photograph of my child and details of required medication/response. Yes \_\_\_\_\_ No\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed - Date/s:**

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- ***Parents/Guardians are responsible for the provision of medication and should normally keep account to ensure that the medication is available.***
- ***A parent/guardian or other person designated by the parent/guardian, should write a letter requesting any necessary changes in dosage, time or procedures.***
- ***The school must be kept informed of changes to contact details & emergency numbers***

[illegible]



Hi! I'm Katie  
I have asthma.

This is Katie Smith. Katie has asthma.

When Katie is playing or running a lot she may wheeze (a whistling sound when he breathes), cough, and feel tightness in the chest. These are the early signs of an 'asthma attack'. Katie should get her inhaler from the office immediately.

When I'm having trouble breathing I should inform an adult and go to the office and take my

Katie can take her inhaler independently using a spacer. Katie should take her inhaler before yard.

If Katie needs her inhaler she should take **2 puffs** of the **blue inhaler**.

If Katie's condition does not improve. Parents should be called at this point.