



### **Administration of Medicines Policy in St. Francis Special School**

#### **Aims and Objectives of this policy**

- to minimise health risks to pupils and to school staff
- to ensure the safe administration of emergency routine medication to pupils as agreed with parents/guardians

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon school staff to personally undertake the administration of medicines. The Board of Management requests that parents/guardians ensure that teachers, SNAs, bus escorts and the school nurse, hereafter referred to as school staff, be made aware in writing of any medical condition(s) the pupils in their class may have and provide a letter from their G.P./consultant with information about the condition.

1. No staff member can be required to administer medicine or drugs to a pupil, but if medication needs to be administered in school, appropriate arrangements can be put in place.
2. Where possible, the G.P or consultant should arrange for the administration of prescribed medication outside of school hours.
3. School staff are authorised by the Board of Management to administer medication to pupils provided that appropriate permissions have been made available from the parents/guardians, and that staff have the necessary proficiency to do so. Advice may be sought from the school nurse by staff.
4. Non-prescriptive medication, i.e. over-the-counter medication e.g. Calpol or Nurofen, will only ever be administered in school with the consent of the parents/guardians. All over the counter medication and emergency medication e.g. Buccal Midazolam and Epipen must be prescribed for in the pupils Prescription record sheet. Prescribed medication(s), e.g. antibiotics or long-term intervention-type medication(s) are preferably administered outside of school hours, but when necessary, it/they may be administered in the school on completion of the appropriate form. The school should be notified immediately of any changes in prescribed medication or dosage alterations, and the appropriate Prescription record sheet then needs to be updated by the prescriber to reflect the medication changes.
5. Parents of pupils requiring medication during school hours are required to fully complete the appropriate permission forms after reading and accepting the school medication policy. These documents are available from the school.
6. If, for whatever reason, school staff are unable to administer medication to a pupil, parents/guardians will be contacted to make alternative arrangements for the administration of the medication.

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7. As well as completing the appropriate medical form and thereby providing all the necessary details, it must be ensured that the medication provided is in date.
8. By completing and signing the appropriate medical form, parents/guardians are indemnifying the Board of Management and school staff in respect of any liability that may arise regarding the administration of prescribed medication(s) in the school.
9. If a pupil displays symptoms of illness e.g. diarrhoea, vomiting, high temperature or any condition which is infectious, the parent/guardian will be contacted and arrangements made for the pupil to go home. For specific situations, an individual protocol will be in place for a pupil who has a life-threatening condition and this will be updated regularly in consultation with parents/guardians. The appropriate permission forms must be completed – one for the school and one for the school transport. In the event of a medical emergency, where the condition of a pupil has deteriorated, parents/guardians and emergency services will be contacted. Please ensure that the school have up to date phone numbers plus alternative contact numbers.
10. A written record of medication administered in school is kept in the school. Parents/guardians will be notified of any emergency or non-routine medication administered.
11. Medication to be administered to a pupil in school will not be kept in the pupil's school bag but stored safely in the school. Emergency medication e.g. Buccal Midazolam or Epipen will be kept safely by staff on school trips, when walking on the school grounds or swimming. Please note that the School nurse does not accompany pupils on these occasions.
12. The school nurse is responsible for the management and administration of medication in the school. In the event of the unavailability of the school nurse due to an emergency, attendance at a meeting, absence or attendance to another student, routine or emergency medication will be given by relevant school staff.
13. The school is equipped with First Aid supplies and kits which are regularly restocked and checked by an SNA.
14. Agency nursing staff work in accordance with the guidelines of their employers.

This policy was ratified by the Board of Management on 13/2/2022 and will be reviewed as necessary. The policy will come into operation on the date it was approved by the Board of Management.

Finnian Gallagher  
Br. Finnian Gallagher, Chairperson BOM

Date: 17th Feb 2022

Liam Twomey  
Liam Twomey, Principal

Date: 17/2/2022