

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

Phone: 056 7721402

Fax: 056 7763652

email: office@cbskilkenny.ie



ADMINISTRATION OF MEDICATION POLICY April 2021

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Relevant Legislation

This policy is drafted in the context of the specific provisions and definitions with regard to all students, including those with disabilities and special educational needs and the statutory requirements placed on schools, Boards of Management (BOMs) and the Department of Education and Skills (DES) by the following legislation:

- The Education Act, 1998
- The Freedom of Information Acts, 1997-2003
 - The Education Welfare Act, 2000
 - Equal Status Act, 2000
- Irish Medicines Board Act 2006
- Misuse of drugs Act 2009
- CBS Kilkenny Health and Safety Statement
- Children First Act, 2015

This policy has been prepared with reference to ‘*Managing Chronic Health Conditions at School – a resource pack for teachers and parents*’ prepared by the Asthma Society of Ireland, Diabetes Federation Ireland, Brainwave the Irish Epilepsy Association, Anaphylaxis Ireland and IPB Insurance *Risk Management Guidance on Managing Students with Medical Conditions and Disabilities (2013)*.

Introduction

CBS Kilkenny promotes positive home-school contacts, not only in relation to the welfare of students, 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

This policy aims to:

- Clarify areas of responsibility
- Give clear guidance about situations where it is not appropriate to administer medicines
- Clarify procedures for medical emergencies
- Safeguard school staff that are willing to administer medication
- Minimise health risks to student and staff on the school premises
- Fulfil the duty of the BOM in relation to Health and Safety and Child Safeguarding requirements
- Provide a framework within which medicines can be administered in cases of emergency or in instances where regular administration has been agreed with parents/guardians.

CBS Kilkenny Procedures

Parents/Guardians are requested to provide relevant information relating to their son's health/medication needs after enrolling their son in the school. The BOM may authorise a teacher or another member of staff to administer medication to a student. If the administration requires special medical training, the BOM will ensure that appropriate training be provided. The BOM may also authorise another member of staff to administer the medication in the event that the appointed person is absent from school. In the event of having to administer more serious medicine, the BOM reserves the right to decide whether it is suitable to have it administered in the school.

- Prescribed medicines will be administered only after parents/guardians of the student concerned have written to the principal or BOM requesting the authorisation of a member of staff to do so. Under no circumstances will non-prescribed medicines be either stored or administered in the school.
- The BOM will seek indemnity from parents/guardians in respect of any liability arising from the administration of medicines (**Appendix 1**).
- The school generally advocates the self-administration of medicine (e.g. inhalers). These medicines are not the responsibility of the school. A small quantity of prescription drugs may be stored in the school if a student requires self-administering on a daily basis and if parents/guardians have requested storage facilities. Parents/Guardians are responsible for the provision of medication and the notification of any change of dosage. Prior to returning to school, all medication will be checked for use by date by SNAs, and a document will be created noting this.
- Teachers and SNAs have a professional duty to safeguard the health and safety of students, both when they are on the school premises and when they are engaged in authorised school activities elsewhere.
- The BOM requests parents/guardians to ensure that the school be made aware in writing of any medical condition suffered by any student. This does not imply a duty upon teachers and SNAs to undertake the administration of medicines or drugs. If medication dosage changes, it is the responsibility of parents/guardians to update the school in writing.
- Parents/Guardians must ensure that the school office is made aware, in writing, of any medical condition from which their son is suffering. For example, students who suffer from epilepsy, diabetes, etc. may have a seizure at any time, and the school must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons. Staff training must be provided.
- Written details are required from the parents/guardians outlining the student's personal details, name of medication, prescribed dosage, whether the student 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 a life threatening condition
- The school maintains an up to date register of contact details of all parents/guardians, including emergency numbers.

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 BOM. This is the responsibility of parents/guardians. It could include measures such as self-administration, administration under parental supervision or administration by school staff.

Life Threatening Conditions

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 student (**Appendix 2**). If emergency medication is necessary, arrangements must be made with the BOM. A letter of indemnity (**Appendix 1**) must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines

1. Non-prescribed medicines will not be administered to students in school. It is not recommended that students keep non prescribed medication on their person or in the school locker
2. Prescribed medicine must be self-administered if possible. Parents should arrange for the administration of prescribed medicines outside of school hours.
- 3.
4. Parents/guardians of students must request in writing that the BOM authorise the administration of medication in school. The request must contain written instruction of the procedure to be followed in administering the medication(Appendices 2, 3 or 4)
5. Parents/guardians are required to indemnify the BOM (Appendix 1 and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
6. Where specific authorisation has been given by the BOM for the administration of medicine, the medicines must be brought to school by the parent and replenished as necessary (see CBS Kilkenny School Procedures above). Such prescription medication may be stored in the main office fridge/staff fridge/First Aid drawer/Career Guidance office. This will happen if a student requires self-administering on a daily basis, if parents/guardians have requested storage facilities and this has been authorised by the BOM.
7. Emergency medication must have exact details of how it is to be administered once personnel have been trained. Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times. Such arrangements must be made with the principal

8. Staff members in the school will only administer prescribed medication when arrangements have been put in place as outlined above. A member of staff must not administer any medication without the specific authorisation of the BOM, parent/guardian or upon advise from medical personnel. In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and parents/guardians contacted.
9. All correspondence related to the above are kept in the students file in the school office.
10. School trips- The organisers must arrange for the safe administration of medication in consultation with parents/guardians and in line with relevant school policies.

Emergencies

In the event of an emergency, staff should make immediate contact with the main office, 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, staff members may take a student into Accident and Emergency immediately. Parents/guardians will be contacted simultaneously.

General Recommendations

We recommend that any student who shows signs of illness should be kept at home. A student too sick to participate in class should not be in school.

Roles and Responsibilities

The BOM has overall responsibility for the implementation 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. The maintenance and replenishment of First Aid Boxes is managed by the post-holder responsible for Health & Safety. School staff should inform the Health & Safety post holder when supplies need to be replenished.

This policy has been reviewed in accordance with CBS Kilkenny Child Safeguarding in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post-Primary Schools 2017.

While renewing this policy, due consideration has been given to all aspects of the wellbeing of students at CBS Kilkenny and particularly to the Wellbeing School Improvement Plan (May 2018).

General Data Protection Regulation came into force in May 2018, and this policy has been reviewed in accordance with best practice as detailed in this legislation.

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____ Date: _____

Chairperson, Board of Management

Appendix 1

ADMINISTRATION OF MEDICINES IN SCHOOL INDEMNITY

THIS INDEMNITY made the day of 20..... BETWEEN
.....
Lawful parent(s) or guardian(s) of, of the One Part
AND..... for and on behalf of the
Board of Management of CBS Kilkenny School, situated at James’s Street in the County
of Kilkenny (‘the Board’) of the Other Part.

WHEREAS:

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

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

- a) In consideration of the Board entering into the within Agreement, the parents /guardians, as the lawful father and mother /guardians respectively of the said student HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality of the foregoing the said student’s class teacher or such other member of staff of the CBS Kilkenny as may be designated from time to time by the Board and/or the Principal of CBS Kilkenny from and against all claims and any and all costs arising therefrom, both present and future, arising from the administration or failure to administer the said medication.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the parents/guardians in the presence of:

SIGNED AND SEALED by the CBS Kilkenny authority in the presence of:

Appendix 2

Medical Condition and Administration of Emergency 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 medication himself? _____

In the case of a medical emergency how should the medicine be administered

What Action is required? _____

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 wellbeing of my/our son. I/We understand that the school has facilities for the safe storage of Emergency Medication I/We understand that we must inform the main office of any changes of medicine/dose in writing and that we must inform the main office each year of the prescription/medical condition. I/We must provide medicines at the beginning of the school year or when they expire or run out. These meds must be clearly labelled from the pharmacy. I/We understand that no school personnel have medical training and we indemnify the Board of Management and the said student's class teacher or such other member of staff of the CBS Kilkenny as may be designated from time to time by the Board and/or the Principal of CBS Kilkenny from any liability that may arise from the administration of the medication.

Signed: _____ Parent/Guardian Date _____

Signed: _____ Parent/Guardian Date _____

Appendix 3

ALLERGY DETAILS

Student Name: _____ **Date of Birth:** _____

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed: _____

Date: _____

Appendix 4

EMERGENCY PROCEDURES

Student Name: _____ **Date of Birth:** _____

In the event of _____ displaying any symptoms of his medical difficulty, the following procedures should be followed:

Symptoms:

Procedure:

2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Dial 999/ 112 and call emergency services.

Contact Parents