

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

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**ADMINISTRATION OF MEDICATION POLICY June 2018**

<b>School Name:</b>	Christian Brothers Secondary School, Kilkenny
<b>School Address:</b>	James's Street, Kilkenny
<b>School Details:</b>	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.
<b>School Management:</b>	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.

## **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 children and staff on the school premises
- Fulfil the duty of the Board of Management in relation to Health and Safety & Child Protection 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.

## **School Procedures**

Parents/guardians are requested to provide relevant information relating to their son's health/medication after enrolling their son in the school. The Board of Management may authorise a teacher or another member of staff to administer medication to a student. If the administration requires special medical training, the Board of Management will ensure that appropriate training be provided. The Board of Management 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 Board of Management 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 Board of Management 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 Board of Management will seek indemnity from parents/guardians in respect of any liability arising from the administration of medicines (Appendix 4).

- The school generally advocates the self-administration of medicine (e.g. inhalers). These medicines are not the school's responsibility. A small quantity of prescription drugs may be stored in the main office if a child requires self-administering on a daily basis and parents/guardians have requested storage facilities. Parents/guardians are responsible for the provision of medication and notification of change of dosage.
- Teachers 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 Board of Management 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 personally to undertake the administration of medicines or drugs.
- Parents/guardians must ensure that the main office is made aware in writing of any medical condition which their child is suffering from. For example, children 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.
- 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/guardians 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.

### **Long Term Health Problems**

Where there are children 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. It could 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 (Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity (Appendix 4) 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. The prescribed medicine must be self-administered if possible.
2. Non-prescribed medicines will not be administered to students in school.
3. The parents/guardians of the student with special medical needs are requested to inform the Board of Management in writing, providing 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, 2 or 3)
4. Parents/guardians are required to indemnify the Board of Management (Appendix 4) and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
5. Parents/guardians must request in writing that the Board of Management authorise the administration of the medication in school.
6. 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 and replenished as necessary.
7. Emergency medication must have exact details of how it is to be administered.
8. Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
9. Staff members in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
10. A member of staff must not administer any medication without the specific authorisation of the Board of Management.
11. In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and parents/guardians contacted.
12. It is not recommended that children keep medication on their person or in the school locker. As stated above, a small quantity of prescription drugs may be stored in the main office if a child requires self-administering on a daily basis and parents/guardians have requested storage facilities.
13. Where possible, the parents/guardians should arrange for the administration of prescribed medicines outside of school hours.
14. All correspondence related to the above are kept in the child's file in the school office.

### **Indicators of shock include**

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

### **Emergencies**

In the event of an emergency, teachers 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, designated staff members may take a student into Accident and Emergency without delay. Parents/guardians will be contacted simultaneously.

### **First Aid Boxes**

A full medical kit is taken when children are engaged in out of school activities such as tours, sports and activities.

A First Aid box is kept in the school main office, containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

### **General Recommendations**

We recommend that any child 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 Board of Management 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.

## **Approval**

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson, Board of Management

## Appendix 1

### Medical Condition and Administration of Medicines

Student's name'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 child to be responsible for taking the medication himself? \_\_\_\_\_

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 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 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 understand that no school personnel have any 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 \_\_\_\_\_

\_\_\_\_\_ Parent/Guardian      Date \_\_\_\_\_

## **Appendix 2**

### **Allergy Details**

Type of Allergy: \_\_\_\_\_

Reaction Level: \_\_\_\_\_

Medication: \_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Administration Procedure (When, Why, How)

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 3

### Emergency Procedures

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

Symptoms:

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Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

***Dial 999/ 112 and call emergency services.***

***Contact Parents***

## Appendix 4

### 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: