

# **Administration of Medicines Policy**

This policy has been formulated by St. Brogan's College. 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 and Anaphylaxis Ireland.

## **The aims of this policy are**

- To meet the needs of students who require administration of essential medications during the school day, in compliance with legislation and in line with best practice.
- To protect school representatives by ensuring that any involvement in medication administration complies with legislation and best practice guidelines.

## **Content**

Non-prescription medication will not be stored or administered in the school. Students are not permitted to carry non-prescription medication in the school and such medications will be confiscated for secure retention and disposal by parents/guardians who will be contacted.

Prescription medication can only be stored/administered in the school following the submission of the written authority of the parents/guardians to the school Principal.

This authority should authorise school representatives and/or Special Needs Assistants to administer the medication and include written confirmation from a medical practitioner that the medication is such that a non-medical person may administer/supervise administration, together with confirmation of the medical dose and circumstances under which it should be given.

School representatives cannot be required to administer medication; however, they will be requested to volunteer, authorised to administer the medication and provided with training as required, and records of any such training will be maintained by the school.

The school reserves the right, after due consideration, to deem the authority to administer medication to be invalid in circumstances where it is inappropriate.

The authority from parents/guardians requesting administration of medicines must be accompanied by the Authority for Administration of Medication – Information and Consent Form (see Appendix), summarising essential information to inform training of staff and safe administration of the medication.

Parents/guardians will also be asked to provide a signed Indemnity Form (see Appendix).

Where a student may require medication, a minimum of three staff representatives who are willing to administer this will be identified to ensure cover during sick leave, course days, etc. and inform contingency planning.

Parents/guardians will be informed of staff representatives who are authorised to administer medication. Alternative options will be discussed with the student's parents/guardians in circumstances of unavailability.

If it is agreed that the medication can be stored and administered in the school, it will usually be stored in a locked cupboard in the school office. However, where this should pose a hazard (e.g. inhalers or adrenaline auto injector, which may be required urgently), it will be securely stored in a sealed, transparent, unbreakable container labelled with the student's name, expiry date, dosage, circumstances under which it should be administered and consent of the parent/guardian to self-administration as, where possible, medication should be self-administered by the student under adult supervision.

It is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock and that it has not passed its expiry date. In the event that medication passes its expiry date without being used, the student's parents/guardians will take responsibility for its safe disposal (usually by returning it to the pharmacy).

It may be necessary to store medication in a controlled temperature environment of 4°C in a refrigerator. If this is the case the medications will be stored separately to food and other items. The refrigerator will be locked so as to avoid interference/tampering with the medication(s).

A change in medication and/or dosage will require immediate submission of an updated request form to be submitted as outlined above. All changes should be in writing and accompanied by a new consent form so that a current date is included on file. In either case the Request for Administration of Medication – Information and Consent Form will need to be updated. It is the responsibility of the parents/guardians to ensure that the dosage noted on the container in which their child's medication is stored is also amended.

A written record of all medication administered in the school will be maintained. When medication is administered by school representatives to treat an emergency (e.g. allergic reaction, asthma attack, seizure, hypoglycaemia, etc.), parents/ guardians will be notified by telephone. Under certain circumstances, it may be appropriate for an older student to retain medication in their own possession and take responsibility, with the consent of their parent/guardian, for self-medication, and they should engage at all times with the Principal and administrators with regard to any issues identified, failing which, they cannot expect the Authority granted to be of any effect.

The Principal will audit the medication books at least once a year to ensure that the actual administration of medication complies with the information on the Authority for Administration of Medication – Information and Consent Form. Identified discrepancies will be addressed to parents/guardians with whom responsibility for arranging assessment of their clinical relevance (if any) by a physician will rest.

### **Timeframe for Implementation**

This policy will be implemented during the 2017/18 Academic Year.

**Timeframe for Review**

2018/19 Academic Year.

Early review will be undertaken if:

- A clinically significant discrepancy is identified between the medication administered and that authorised on the relevant ‘Authority for Administration of Medication – Information and Consent Form’.
- Feedback indicates that any aspect of the policy is causing a student or any other member of the school community undue distress.

**Adoption and Communication**

The Board of Management of St. Brogan’s College adopted this policy at a meeting on 4<sup>th</sup> April 2017 and the policy is available on the school website.

## Authority for Administration of Medication

For the administration of medication to students under 18 years to be signed by a parent/guardian.

Student's name:	
Date of birth:	
Weight:	
Name of medication:	
Dosage:	

Condition for which medication is required:	
Under what circumstances should medication be given to the student at school/college?	
Other medication being taken:	

I consent to the student's self-administration of this medication:	Yes	No
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GP'S Name:	Phone Number:
1 <sup>st</sup> emergency contact:	Mobile:
2 <sup>nd</sup> emergency contact:	Mobile:

I authorise administration/supervision of medication by school staff in dosage of .....the student identified above under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school/college representatives and medical personnel as necessary. I also consent to the disclosure of this information to appropriate medical practitioner/s, e.g. in an emergency, and to relevant insurers as required.

Signed: ..... Date: .....  
(Parent's Signature)

Print name: .....

Signed: ..... Date: .....  
(Student's Signature)

## Administration of Medicines in Schools/Colleges – Indemnity Form

THIS INDEMNITY made the \_\_\_\_\_ day of 20\_\_\_\_ BETWEEN  
\_\_\_\_\_  
(lawful father and mother/guardians  
of) \_\_\_\_\_ (hereinafter called 'the parent/guardians'  
of) the One Part) AND for and on behalf of St. Brogan's College as administrators of St. Brogan's  
College situated at Kilbrogan, Bandon in the County of Cork hereinafter called 'the Board') of the  
Other Part.

WHEREAS:

1. The parents/guardians are respectively the lawful father and mother or guardians of  
\_\_\_\_\_ a student of St. Brogan's College.
2. The student presents on an ongoing basis with the condition known as  
\_\_\_\_\_
3. The student may, while attending the said educational institution, require in emergency  
circumstances the administration of medication, viz  
\_\_\_\_\_  
<name of condition>.
4. The parents/guardians have authorised administration of the said medication, in emergency  
circumstances, by the said school representatives as may from time to time be available.

NOW IT IS HEREBY AGREED by and between the parents/guardians hereto as follows:

In consideration of the Board entering into the within Agreement, the lawful parents/guardians of the said student HEREBY ACKNOWLEDGE that the Board, its servants and agents including without prejudice to the generality the said Principal/course coordinator, staff, and students of the said school can only endeavour to act in accordance with the extent to which they are informed and AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said Principal, staff, and students of the said school from and against all claims, both present and future, arising from any accidental act or omission arising in the course of the administration or failure to administer the said medicines.

Signed: \_\_\_\_\_  
PARENTS SIGNATURE

Student Name: \_\_\_\_\_