

St. Vincent's School

Administration of Medication Management Policy



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1.0 Introduction

1.1 This policy is formulated in accordance with guidelines issued by the Primary Schools Managerial Bodies and the Irish National Teachers Organisation.

1.2 In accordance with St. Vincent's School Mission Statement, we commit ourselves to "continuously strive to provide a Quality Education in a happy, safe, learning environment so that all pupils will reach their potential". To this endeavour, it may be necessary that medication be administered to pupils. This policy establishes the protocol which is to be followed when such a situation arises.

1.3 The Administration of Medication Policy should be read in conjunction with other relevant policies- Health and Safety Policy and with the School Information Booklet. Copies of this policy will be available on request to Parents/Guardians and a copy of this policy will be kept in the 'Policy Folder' located in each classroom, in the Home Economics Room, the staffroom, the Resource Room, the Assembly Hall and the Secretary's Office.

1.4 Medication in this policy refers to oral medicines i.e. liquids, tablets and inhalers administered by mouth only and any topical creams or lotions.

2.0 Rationale and Background

2.1 When administration of medication is required to facilitate a fully inclusive environment, every effort will be made to accommodate the needs of the pupils.

2.2 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 staff members to personally undertake the administration of medicines. Staff may at their own discretion agree to volunteer to administer certain medication. This will be arranged on a case by case basis and following authorisation from the Board of Management.

2.3 It is acknowledged that staff authorised by the Board of Management are non-medical professionals however,

2.4 Staff members volunteering to administer medications are accountable for their own actions and therefore must be made aware of their responsibilities prior to volunteering to administer medication.

2.4 Administration of medication at school should be kept to a minimum. It is helpful, where clinically appropriate, if medicines are prescribed in close frequencies which enable it to be taken outside school hours. Parents could be encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

3.0 Aims

3.1 The aims of this policy are to:

- Ensure that the needs of pupils who require administration of essential medication during the school day are met, and complies with best practice guidelines.
- Protect staff by ensuring that any involvement in the administration of essential medication is in line with best practice guidelines around the Safe Administration of Medication.

4.0 Objectives

The objective of this policy is to outline the procedures that the staff of St. Vincent's School will follow when administering medication to pupils.

5.0 Roles and Responsibility

5.1 Medicines should be self-administered by the pupil if possible under the direct supervision of the Principal, as witnessed by the school secretary or class teacher or SNA. If the Principal is absent the Deputy Principal or where agreed the class teacher will administer/ supervise the administering of medication as witnessed by the school secretary or SNA.

5.2 Emergency medication will be administered by a nurse from the Development Education Centre (DEC) in the presence of two staff members, and where possible the Principal/Deputy Principal should be present.

5.3 The Board of Management will permit a teacher in the first instance (only if he/she agrees), or an SNA (only if he/she agrees) to administer the medication when the Principal/Deputy Principal are absent or when pupils are on school outings.

6.0 Guidelines/Procedures

6.1 Non- prescription medications will not be stored or administered in the school. Medicines should only be taken to school when essential, that is, where it would be detrimental to a child's health if the medicine were not administered during the school day. St. Vincent's school will only accept medicines that have been prescribed by a doctor, dentist or nurse prescriber. Pupils are not permitted to carry non-prescription medication in schools. If found such medications will be confiscated and parents/guardians will be contacted.

6.2 Parents/Guardians must ensure that the School is made aware in writing of any medical condition experienced by their son/daughter.

6.3 Where a pupil has a life-threatening condition the pupil should wear a 'Medical Alert' type bracelet or necklace. Parents/Guardians must submit a letter from GP/Consultant in writing outlining clearly, what should be done in a particular emergency situation, with particular reference to what may be the risks to the pupil.

6.4 Prescription medication for our pupils can only be stored/administered in the school following a written request from the Parents/Guardians to the Board of Management (Appendix 1). In doing so, the Board of Management must determine if the medication is such that the Principal or other designated /authorised person (Deputy Principal/ class teacher) can administer the medication.

6.5 The Board of Management reserves the right, after due consideration, to refuse the request to administer medication.

7.0 Procedure to be followed by Parents/Guardians who require the administration of medication for their children:

- 7.1 Parents/Guardians must write to the Board of Management requesting the Board to authorise the Principal (or when necessary the Deputy Principal or class teacher) to administer the medication by completing the “Request of Administration – Information and Consent” form (Appendix 1), summarising the essential information (this will also include a letter from the GP and a copy of the prescription) to allow school staff safe administration of medication.
The Board will check all documentation is in order before approval is granted.

This ‘Request of Administration-Information and Consent form’ contains the following information:

- Parent/Guardian’s full name, address and contact number
- The pupil’s full name
- The pupil’s address if different from above
- The exact dosage and time of administration
- The circumstances in which medication is requested to be given by the staff member
- Any known allergies.
- GP name, address and telephone number.
- Whether the pupil should be responsible for self-administering his/her medication in the presence of the person designated by the Board of Management
- The procedure to be followed in the administration and storing of the medication
- A copy of the prescription.
- A letter from the GP/Consultant
- Signed consent to administer the appropriate medication
- Signature of Parent/Guardian

7.2 It is helpful, where clinically appropriate, if medicines that are prescribed in close frequencies are enabled to be taken outside of school hours. Parents could be

encouraged to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

7.3 Parents/Guardians are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medications in school. An Indemnity Form (Appendix 2) will be provided to Parents/Guardians to be completed to this effect. The Board of Management will inform the school's insurers accordingly.

7.4 Where permission has been given by the Board of Management for administration of medicine, Parents/Guardians are responsible for ensuring that the medication is forwarded to the school and handed over to a Bus Escort and for ensuring that an adequate supply is available. On arrival the Bus Escort will give the medication to the SNA (who takes the pupil from the bus). The SNA will bring the medication to the Principal, where it will be locked in a secure press in the Office.

7.5 All medication must be in its original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

7.6 In the event that medications arrive to the school in inappropriate packaging, such medications will not be administered by staff during school hours. Parents will be contacted and advised accordingly.

7.7 Parents/Guardians should ensure that inhalers required by asthmatic pupils are sent to school and these will be readily accessible at all times of the school day.

7.8 Prior to any medication being administered Parent/ Guardian must meet with the Principal to explain the procedure and to confirm the information on the personal medication plan matches the prescription.

7.9 Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication. These should be accompanied by a copy of the new prescription.

7.10 Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

7.11 Parents/Guardians should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

7.12 Requests for administration of medication should be renewed at the beginning of each school year and /or as need arises.

8.0 Procedure for Safe Storage of Medication

8.1 All medication will be stored in a secure/locked press in the Office and out of reach of pupils. Pupils who require emergency medication are under the care of the nursing staff in the Development Education Centre (DEC) and all medication for emergency administration will be kept in a locked press in the appropriate room (DEC office). DEC nurses/staff will be made aware of this location and all staff should know who carries the key to the press. Pupils, where appropriate, should know where their own medication is stored and who holds the key. If such emergency medication is administered parents will be notified by telephone by the school Principal.

8.2 For pupils in receipt of regular medications parents are advised to forward a weekly/monthly supply of medication to the school. This must be in a properly labelled container /package. Under no circumstances are authorized staff permitted to transfer medication from one container to another. Where a pupil needs two or more prescribed medicines, each should be in a separate container.

8.3 St. Vincent's school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

8.4 The Principal / Deputy Principal is responsible for making sure that medicines are stored securely.

9.0 Procedures for Staff members authorised to administer medications

9.1 All pupils who require administration of medications will have a personal medication plan (Appendix 3) which will be completed by parent in conjunction with

GP/Consultant. Plans will be placed in each pupils file. Each plan will be accompanied by an up to date prescription which is attached to the plan.

9.2 The Personal Medication Plan must detail all medications required by the child and any emergency/ medications as required. In the event that Emergency medication is required nurses from the DEC can only administer medications as approved by the Board of Management. In the event that an emergency arises and staff are not authorized to administer necessary medications, parents will be contacted and emergency services will be contacted as necessary.

9.3 Where a change has occurred in medications an updated personal medication plan and prescription is required. The Principal will draw a line diagonally across the previous medication plan and prescription sheet and date it to indicate it is no longer in use and place on record in the pupil's file.

9.4 The Principal is responsible for ensuring that the following is correct before administering any medication:

1. Pupil's name is correct
2. The following information on the medication label and prescription/medication plan correlate:
 1. Pupil's name
 2. Medication name
 3. Dosage
 4. Route and form
 5. Time to be given
3. Check that the medication has not already been administered. Particularly for as required medications also check;
 1. The dose is not being administered too soon after an earlier dose e.g. if pupil is on pain relief, the parent needs to indicate via communication book etc. when last dose was administered. If information is not

available the Principal needs to check with the parent when dose was last administered.

2. That the maximum daily dose is not exceeded.
4. The pupil where possible comes to the office or designated area to receive medication. The Principal administers medication and remains with pupil until the medication is taken.
5. Medication is administered by the Principal in the presence of the school secretary or relevant staff member, when necessary.
6. Once medication has been administered, the Principal signs in the appropriate space on the medication recording chart. (Appendix 4)
7. In the event that a pupil refuses medication, the Principal documents same and parents are notified
8. Staff should not dispose of medicines. Date expired medicines or those no longer required for treatment should be returned to the parent/Guardian.

10.0 Pain Relief

10.1 In the event of pain relief being required at times outside of Board sittings, the Principal authorises same provided there is a pain management plan in place and brings to the attention of the Board at the next Board of management meeting. If pain relief is required an individual pain management plan needs to be developed and maintained as part of the pupil's medication record. This plan should be drawn up in conjunction with parents and relevant MDT members. All pain relief requested to be administered must also be prescribed by a registered prescriber.

11.0 Special arrangement for pupils requiring medical attention by DEC staff

11.1 Provisions for pupils who present with special medical needs must be assessed before enrolling in St. Vincent's School to ensure their needs can be catered for. Currently, suitably qualified nursing staff from the Development Education Centre

(DEC) cater for such pupils and keep the necessary documentation and medication for these pupils. This arrangement must be agreed by the Board of Management. A copy of all relevant protocols and procedures used in dealing with these pupils will be kept in the pupil's file in the classroom and in the Office. A list of pupils who have individual pagers to alert the relevant staff in the event of assistance being needed will be kept in the Office.

12.0 Pupils attending Respite

12.1 A number of pupils availing of Respite services require administration of medication whilst there. These pupils either from St Vincent's School or DEC are dropped directly to the school and or collected from school to avail of such services and pupils have to bring the necessary medication to school with them.

12.2 In this instance any child availing of Respite travelling on a school bus should have a separate Respite bag. Parents are responsible for handing this bag to the Bus escort who in turn secures the bags at the front of the bus out of reach of pupils. The Bus escort hands the Respite bag to an SNA / relevant DEC staff member on arrival who in turn will take the bag to the Principal/ secretary's office where bags will be stored securely until handed over to Respite at the end of the school day. A Respite handover sheet (Appendix 5) will be signed by both the escort and SNA/ Dec staff member.

13.0 Procedure in the event of a Medication error occurring

13.1 The Board of Management encourages the reporting of medication incidents to ensure pupil safety and to have a means of assessing and improving medication processes.

13.2 Staff who become aware that a medication error has occurred should

1. Notify the principal/ deputy who contact the parent/guardian and inform them of the incident.

2. Ask parents to contact GP/ Poisons Unit in Beaumont Hospital (01 8092566 or 01 8379964) and follow advice given.
3. Continue to observe pupil until parent arrives and in the event of an adverse reaction causing concern contact emergency services.
4. Document the medication incident on incident reporting form and maintain in pupil's file.

14.0 Procedure in the event of Missing Medication

14.1 In the event of medication going missing the following must occur:

1. Principal is informed and incident form completed (Appendix 6)
2. Principal must immediately initiate local enquiries/ search to establish the facts related to the medication incident.
3. A review of control measures will take place and additional controls put in place if deemed necessary.
4. The incident of unaccounted for or missing medication must be reported to the next Board of management meeting.
5. A copy of the incident report is stored according to local procedures for file management.

14.1 Education/ Training of Staff

14.1 The Board of Management will receive input from suitably qualified persons on the management of Safe Administration of Medications. This will be reviewed on a regular basis and/or as need arises.

14.2 All authorized staff who have volunteered to administer medication will receive training from suitably qualified persons in:

- Safe Administration of Medication

- Safe Storage of Medication
- Safe Transportation of Medication
- What to do in the event of an error occurring

14.3 A record of training signed by staff will be maintained.

15.0 Timeframe for Implementation and Review

15.1 This policy will be put in place with immediate effect and will be reviewed initially at the end of the next school year (June 2015). Thereafter at the beginning of each school year or as necessary with the Principal having responsibility for co-ordinating this review. This review will examine the procedures included and their implementation in practice.

16.0 Ratification and Communication

16.1 In draft form this policy was first given to members of the In-School Management Team, Teacher, Special Needs Assistants, Bus Escorts and Parent representatives. When due account was taken of any amendments, this policy was presented to the Board of Management on 6th May, 2014.

Acknowledgements

The Board of Management expresses their gratitude to Ms Theresa O'Loughlin, Ms. Joy Lee, (Senior Pharmacist, Daughters of Charity) and Ms. Jane O'Connell, (Trainer for Safe Administration of Medication by Non- Nursing staff) for their guidance in the drawing up of this policy.

Appendix 1

Request for Administration of Medication to Pupils- Information and Consent

Request to the Board of Management of St. Vincent's Special School, Navan Road, Dublin 7

Parents/Guardians name(s): _____

Address: _____

Telephone numbers: _____

Emergency contact no.: _____

Child's name: _____

Date of Birth: _____

Address (if different from above): _____

Name of medication: _____

Dosage: _____

Time to be given: _____

Under what circumstances should medication be given: _____

Condition for which medication is required: _____

My child CAN/CANNOT self- administer this medication under direct supervision.

GP name: _____

GP Address: _____

GP Phone no.: _____

1 I/We the parents/guardians of _____ ask the Board of Management to allow a member of staff to give medication to my child _____.

2. I/We enclose a letter from Dr. _____ stating:

- Why the medication is needed
- Name of medication
- Time the medication should be administered
- Procedure to be followed for the safe storage of medication
- Dosage to be administered
- Copy of the prescription

3. Should there be any change in medication, I/We will write to the Board of Management notifying them of same.

4. I/We understand that the school's insurance will be notified of this arrangement.

5. I/We understand that information about my child's medical condition and treatment will be shared with relevant school staff and in the event of an emergency with the GP or other medical personnel.

Signed: _____

Date: _____

Parent/Guardian

Signed: _____

Date: _____

Parent/Guardian

Appendix 2:

Indemnity Form

I/We _____

Parents/Guardians of _____

will not hold St. Vincent's School liable for any consequences, both present and in the future, arising from the administration or failure to administer medicines or other forms of treatment, provided this was done in accordance with the guidelines of the protocol on the 'Administration of Medication Policy' of St. Vincent's School.

Signature of Parent(s)/Guardian(s):

1st Signature: _____

2nd Signature: _____

Signature: _____

Principal/School Secretary

Date: _____

Appendix 3:

Personal Medication Plan

Name of Pupil: _____ **Date of Birth:** _____

Known Allergies _____

Date commenced	Medication(s) prescribed	Dose	Time to be administered

Prescribed By: _____

Reason for Medication: _____

Any other details (Possible side effects) _____

How is medication taken, any special precautions eg before or after food etc.

Can self administer under supervision Yes _____ NO _____

Signed by: _____ **Parent/Guardian**

Date : _____

Appendix 6

Medication Incident Form

Pupil's Name: _____

Date Of Birth: _____

Date of Occurrence	Time of Occurrence

Describe the incident and how it occurred

Action Required

Parent/Guardian informed Yes/ No

Reported By: _____ **Job title** _____ **Date** _____

Reported to : _____ **Job title** _____ **Date** _____

Signature – Principal _____ **Date** _____

