

MOUNT ANVILLE MONTESSORI JUNIOR SCHOOL

ADMINISTRATION OF MEDICATION

- 1. GENERAL:** Teachers have a professional duty to safeguard the health and safety of pupils both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Teachers should always be prepared to help when an accident or emergency situation arises, for example where a child has a serious accident and parents need to be contacted or an ambulance called.

- 2. DETAILS PROVIDED BY PARENTS:** All parents are given an emergency form to complete at the beginning of each school year. In addition to emergency numbers and other information this form when signed by the parents/guardians gives permission to the Principal, Deputy Principal or the Acting Principal to act “in loco parentis” where he/ she is unable to contact a parent/guardian, based on medical advice to authorise a certain procedure/operation which is urgently required. This form is copied, given to the class teacher and the original is kept in the Principal’s office. All staff are made aware that the file is accessible in the case of an emergency.

A complete record of all children’s telephone numbers is kept beside the phone on the Principal’s desk, the Secretary’s desk and at Reception. Each class teacher is given a copy of the details of her pupils. Parents are requested to inform the school of any change in address/telephone numbers.

- 3. ADMINISTERING MEDICATION – SHORT TERM ISSUES:** There is no obligation on teachers to administer medicines or to supervise children taking them. If a child is prescribed medication for a short term condition, teachers may assist in the administering of such medication (such as antibiotics, cough mixtures, etc) if they are willing to do so and if the parents have sought and received permission from both the Principal and the relevant teacher.

The procedures outlined at section 4 below for long term medical conditions should be followed, where appropriate. In the case of asthmatics who use inhalers to relieve their symptoms, the child may, if they prefer and with the permission of the parent, activate the inhaler themselves, but ONLY under the supervision of the Principal or relevant teacher.

- 4. LONG TERM HEALTH ISSUES:**

(i) It is recognised that it is desirable that children with long term recurring health problems, epilepsy, diabetes and anaphylaxis be accommodated within our school.

(ii) It is important that parents ensure that the Principal/Teachers be made aware in writing of any medical condition suffered by their child/children. Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by the appropriate person if necessary.

(iii) While teachers in the school act “in loco parentis”, it is understood that there is no obligation on teachers to either administer medicines regularly or to supervise children taking them. However it is appreciated that if they are willing to do so for a child in their care. In order to undertake this function, they must have the permission of the Board of Management, the written approval of parents and to have been appropriately instructed by the parent. If the Teacher is not willing to administer medicine, the Principal or Deputy will

be assigned this role. The Principal will be nominated to administer the medicine as a back up in the absence of the Class Teacher. A child should only be allowed to self-administer medication following their medical doctor's instructions and parents' written approval.

(iv) The parents concerned should write to the Board of Management to request that any necessary medication be administered. This request should also contain instructions written by a Doctor of the procedure to be followed in administering the medication. If the Class Teacher or Principal is required to administer the medication she must be authorised to do so in writing by the parent and must be properly instructed in administering medication to a child. The Teacher/Principal should exercise the standard of care of a reasonable and prudent parent.

(v) All medication must be kept locked in the First Aid cupboard (located in the staff toilet/cloakroom area in the Montessori School and in the Principal's Office in the Junior School). Where necessary (eg. an epipen) it should also be available in the classroom (in a locked cupboard out of the children's reach).

(vi) The medication should be clearly labelled with the child's name and dosage required. All written instructions received from parents/medical practitioners should be copied and placed in the following areas.

- a) Emergency file in Principal's office.
- b) In child's classroom.
- c) On the inside of the door of the First Aid cupboard.

It is the responsibility of the parents to notify the school in writing of any changes necessary in the dosage levels of the medication.

(vii) If a substitute teacher/assistant is in charge of the class she must be made aware of the child's condition. All other members of staff eg. PE, Dancing teachers etc. should be given written information regarding the child's condition. In this situation the Principal will administer medicine as necessary.

(viii) In emergencies teachers should offer a standard of care that is appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. There is a nurse available at all times in Cedar House. A doctor/ambulance should be called immediately in the case of an emergency. On school trips the person in charge takes responsibility for the school list and ensures that her phone is working. The Class Teacher/Principal or Parent must accompany any child with a known long term medical condition eg. Diabetes, epilepsy and anaphylaxis on a school trip and must be available to administer medicine.

5. **GENERAL FIRST AID:** First Aid supplies are kept in the cupboard (Principal's Office and Staffroom). A small quantity of plasters/wound wash etc. are kept in a clear plastic "washbag" on a hook above each main exit door and in Aftercare. This First Aid bag is taken down to the playground by the supervising teacher at lunchtime.

Ratified by the Board of Management - June 2006