



Mount Anville

Montessori Junior School

2½ – 12 years

MOUNT ANVILLE MONTESSORI JUNIOR SCHOOL (MAMJS)

ADMINISTRATION OF MEDICATION POLICY

DATE: 23rd. January 2017

INTRODUCTION:

The staff were consulted on policy during a staff planning session on **21st September 2016**. This policy was ratified by the Board of Management on **23rd January 2017 and January 2023**

RATIONALE:

The policy as outlined was put in place to;

- Clarify areas of responsibility
- To give clear guidance about the administration of medicines
- To outline procedures to deal with medical emergencies in our school
- Safeguard school staff who are willing to administer medication

We do not administer any medication in MAMJS School except where a child has an identified medical condition (which may have to be medically certified in certain instances) and then the following Administration of Medicines Policy is strictly adhered to:

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 (e.g. school tours).

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.

Parents/Guardians are advised to apply sun cream/sunhat to their child if they deem necessary. MAMJS does not supply sun cream in case of pupil allergies.

2. DETAILS PROVIDED BY PARENTS: All parents are given an emergency form to complete at the beginning of each school year to identify the pupil's medical history. 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 used by the principal and administration personnel to collate the MAMJS Medical Information Booklet on an annual basis.

3. LIFE THREATENING CONDITION: 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 (Appendix3). If emergency medication is necessary, the parents in respect of any liability that may arise regarding the administration of medication must sign a letter of indemnity.





4. MAMJ MEDICAL INFORMATION BOOKLET: The Medical Booklet has a sheet on each child indicating their name, class, medical condition, treatment, procedures, medicine and dosage, contact information, location of medication in a locked, safe and secure place. The class teacher is informed regarding any medical issues or other medical information that that been highlighted by the parent/guardian. The original form is kept in the Principal's office. All staff are made aware that the Medical Booklet which contains that pupils' form is accessible in the case of an emergency. There is also a First Aid Medical Booklet in each First Aid bag. This booklet contains a sheet on each child that needs emergency medical administration: picture of child, name, class teacher, medical condition, medication, location of medicine and adult authorized to administer.

5. CONTACT DETAILS: 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 has their pupils' contact numbers on their Aladdin class file on their computer. Parents are requested to inform the school of any change in address/telephone numbers occurs.

6. 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, the parent/guardian may arrange a time to come to the school to administer the medication. If a child develops a condition during the school year, the 'Administration of Medicines' procedures will apply.

The procedures outlined at section 7 below for long term medical conditions should be followed, when appropriate.

7. LONG TERM HEALTH ISSUES:

(i) It is recognised that it is desirable that children with long term recurring health problems will be accommodated within our school. It is important that we communicate with the parent/guardian to ensure that the school gains as much information as possible to support the child if an emergency occurs.

(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 (see Appendix 1). Children who have long term medical conditions may have an episode at any time. It is vital, therefore, to identify the symptoms in order that treatment can be given by the appropriate identified personnel (MAMJS Medical Information Booklet and First Aid Medical Booklet).

(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. If teachers are willing to do so for a child in their care, it is appreciated. 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 or an agreed staff member will be nominated to administer the medicine as a backup 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 consent.

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 (forms in appendix) 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.

8. ALL STORAGE OF MEDICINES: The Medical Information Booklet identifies the location of the medication for children with long term conditions. Each classroom has a blue medical box or an identified locked cabinet. The key will be kept on the teacher's own keyring and also a master copy is kept with the administration staff. Following filling out the medical form, after Board of Management approval, it will be agreed the location of storage of medication and the adult administering the medication. Some medicines may be self-administered, if indicated in the application form, by the student, e.g. inhaler.

Each medication will be clearly marked 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 in the locked medical box/press
- c) Medical Information Book and a summary is in every First Aid bag, which is brought out to each yard period.

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

9. SUBSTITUTE TEACHERS: 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 e.g. PE, Drama and Music teacher etc. should be aware of the child's condition. In this situation the Principal will administer medicine as necessary. On the Aladdin school database, a red diamond indicates a medical condition.

10. EMERGENCIES: In emergencies, teachers should offer a standard of care that is appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. A doctor/ambulance should be called immediately in the case of an emergency and then the parent/guardian. On school trips/tours, including swimming, the person in charge takes responsibility for the school list and ensures that her phone is working. An accident report will be filled out following the emergency incident and given to the Health and Safety Officer, the Bursar.





A Parent may be requested to accompany his/her child with a known long term medical condition (eg. Diabetes, epilepsy and anaphylaxis) on a school trip /tours. If requested to accompany his/her child to such a school trip/tour, he/she must also be available to administer medicine on the trip/tour.]

11. Administering Medication

• **General points of note:**

- MAMJS staff members authorised by the principal to do so, and appropriately trained for the specific medications, are to administer medication.
- No anti-febrile medications are given without the daily approval and notification of the child's parent/guardian unless not doing so would put the child's health at risk.
- When a child's body temperature rises beyond a safe limit (38°C or higher) it is important that appropriate measures are taken to reduce the child's temperature. This may include the administration of an anti-febrile medication. Staff members involved must keep records each time they administer medication using the Record of Medication Administration Form – see Appendix
- Instructions which state that a prescribed medication may be used whenever needed must be reviewed with the parent at the start of the academic year and the parent is obliged to inform the school if there are any changes to the medication.
- 'As needed' medications for example an inhaler must be labelled with the child's name and in their original container labelled with the required information.
- Medication must not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the health care professional.
- All staff members should follow hygiene procedures for example hand washing and drying.

• **Before administration of medication**

- A second staff member must be present when medications are administered.
- Both staff members must confirm:
 - That appropriate consent has been given
 - That the child's identification is in accordance with the medication to be administered
 - The date and time the medication was last given
 - Recipient's name
 - Prescribed dose
 - Expiry date
 - Written instructions provided by the prescriber on the label/container as dispensed by the pharmacist
 - Any possible side effects
- If there is any doubt about any of the procedures, the authorised member of staff should check with parents/guardians and/or a principal before taking further action.

• **On administration of medication**

- Both staff members must confirm:
 - The correct medication
 - Medication is given to the correct child.
 - The medication is given at the correct time and date.
 - The correct dose is given.
 - The correct route of administration.
 - Appropriate equipment is used to administer the medication dose – for liquids the correct measuring tool provided with the medication.
 - The dignity and privacy of the child is ensured as appropriate – for example when medication is required to be administered by a route other than the oral route.



- **After administration of medication**
 - Observe child for any possible side effects.
 - Where appropriate observe their response to medication – for example where an anti-febrile agent is administered.
 - Medication returned to appropriate storage.
 - Appropriate management or disposal of any equipment used in administration.

- **Accidents and Incidents Involving Medications**
 - Where a child refuses to take the medication prescribed for them, they must not be forced to do so but parents/guardians must be informed as a matter of urgency. If the child not taking the medication leads to an emergency situation, the emergency services and the parents must be called.
 - Failure to administer medication at the time prescribed as requested by a health care professional or parent/guardian should be noted on the Medication Administration Form (see Appendix) with a written explanation of why the medication was not given.
 - If a child is mistakenly given another child’s medication, a doctor must be called immediately and the advice given must be followed. The parents of the child who mistakenly received the medication must be called as soon as possible.
 - The poisons information line number, GP, Pharmacist and other emergency numbers must be readily available at all times

12. 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.

13. SELF-ADMINISTRATION: If a parent/guardian requests their child to self-administer medication, a meeting will occur and all forms (see appendix to record risk assessment, clear instructions and procedures to support the child) will be completed for ratification by the Board of Management.

14. COMMUNICATION: This policy is available on the school website and at our Welcome Office and Administration Office. Staff are given an opportunity to attend a first aid course. There is also specific workshops with a medical practitioner or/and parents/guardians for specific cases.

15. RETURN OF MEDICATION: At the end of the academic year, medications are given back to the parent/guardian. If during the school year, medications become out-of-date, they will be returned to the parent/guardian for appropriate disposal.

Anti-Febrile Medication

Anti-febrile medication is used to reduce body temperature. Any medication administered in Mount Anville Montessori Junior School will follow our Administration of Medicine Policy. If a parent deems that a child will need anti-febrile medication, they must fill out our Administration of medicines forms at the start of each year and this in turn will be sanctioned by the Board of Management. The school in turn will insert the child’s relevant medication, dosage, procedures with emergency numbers in the current school year’s Administration of Medicines Booklet. If the Administration of Medicines form is not filled out in advance by the parent of a child, no medication will be administered by any staff member.

If a child has a high temperature the teacher/staff member will:

- Check temperature

- Make the child feel comfortable
- Phone the child's parents, emergency numbers of designated parents
- Use a cold wet cloth on forehead
- Keep the room cool by opening the windows or turning down the heating
- Remove a layer of clothing
- Sponge their body, arms and legs with tepid water. Do this for five minutes and no more
- Encourage the child to drink plenty of water
- When the parent/emergency adult arrive, they will be up-dated on procedures to-date.
- The staff member will fill out the accident/emergency book under all the headings and the Welcome Office will be informed of all events.

Policies will be reviewed on a regular basis and in line with changes in legislation or as circumstances dictate change.

Montessori Class level only: Anti Febrile medication will be given to a student in the Montessori Student level class only if their temperature is extremely high. Permission slips will be disseminated to parents at the start of the school year to seek permission to administer Calpol / Nurofen / No Medication and this will be kept on the individual pupil's file



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Anti-Febrile Medication Permission Slip (Montessori Classes Only)

Anti-febrile medication is used to reduce body temperature if the child's temperature is extremely high (over 39C). Any medication administered in Mount Anville Montessori Junior School will follow our Administration of Medicine Policy. Please fill out permission slip below and it will be kept on your child's file and **note that medication is only given in the Montessori Junior and Senior class level.**

Name of Child: _____

Class: _____

Please tick which option you wish us to administer to your child:

No Medication:

Calpol under 6years:

Nurofen 3 months plus:

Signature of Parent/ Guardian: _____

Date _____



Appendix 1: Form to be filled in by parent/Guardian if child has a medical condition that requires medication

Administration of Medicines

Dear Board of Management

My child attends Mount Anville Montessori Junior School. This letter is in regard to administering medicines.

Medical condition:

Medical Procedure

Signed:

Dated:





Administration of Medicines

Name of

Pupil: Class:

Date:

Medical Condition:

Medical Treatment and Procedures:

**Involvement in extra-curricular
activities:**

Persons Present:





ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the _____ day of _____ 20 BETWEEN

(Hereinafter called 'the parents') of the One Part AND Mount Anville Montessori Junior School and on behalf of the Board of Management of Mount Anville Montessori Junior School situated at Mount Anville School, Mount Anville Road, Goatstown, Dublin 14 in the County of Dublin (hereinafter called 'the Board') of the Other Part.

WHEREAS:

- 1 The parents are respectively the lawful father and mother of _____, a pupil of the above school.
- 2 The pupil suffers on an ongoing basis from the condition known as _____
- 3 The pupil may, while attending the said school, require, in emergency _____ circumstances, the administration of medication, viz. _____
- 4 The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school 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, as the lawful father and mother respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and / or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.





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 in the presence of:

Signed and sealed by the said in the presence of:





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Child's Name:

Record of Medicines Administered (in medical box in classroom)

Date	Time	Medicine	Dose	Administered by	Witness	Description of Events/Route	Parent Signature