



St. Mary's Secondary School

Convent of Mercy, Newport, Co. Tipperary V94 RY18

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Registered Charity Number: 20148379



Administration of Medication Policy

St. Mary's Secondary School, Newport, is a Voluntary Catholic Secondary School under the Trusteeship and the Patronage of C.E.I ST. (Catholic Schools, An Irish Schools Trust). The School is grant aided by the Department of Education & Skills, and is a co-educational school.

School Management: The Board of Management of St. Mary's Secondary School is a statutory Board, appointed pursuant to the provisions of the Education Act 1998.

Mission Statement:

St. Mary's Secondary School, Newport operates as a Catholic co-educational Secondary School, to provide teaching and learning of the highest quality for the benefit of the community which it serves.

In pursuing this mission we aim:

- To provide a quality educational experience that caters for the full range of academic aptitude and abilities.
- To foster the intellectual, physical, social, cultural, moral and religious development of our students.
- To enable pupils to achieve their full potential academically.
- To promote the Catholic ethos and faith.
- To cater for the needs of the local community in so far as ethos, resources and facilities permit.

Ethos: As a CEIST school, St. Mary's seeks to promote the five key elements of the CEIST charter.

Promoting Spiritual and Human Development.

Achieving Quality in Teaching and Learning.

Showing Respect for Every Person.

Creating Community.

Being Just and Responsible.

Introduction

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 teaching or administrative staff to personally undertake the administration of medication. The Board of Management requests parents/guardians to ensure that St. Mary's Secondary School is made aware, in writing, of any medical condition suffered by their child. This information should be provided at enrolment, or upon the development of any medical condition at a later date. Medication in this policy refers to medicines, tablets and sprays administered by mouth or nose, and automatic injection devices, such as Epipen or Anapen used in the case of anaphylaxis. This list is not exhaustive.

Scope of this policy

This policy operates within a legislative framework, and takes account of the following:

- The Education Act, 1998
- The Education Welfare Act, 2000
- The Equal status Act, 2000
- The Equality Act, 2004
- Misuse of Drugs Act, 2009
- Children First Act, 2015
- St. Mary's Secondary School Health and Safety Policy and Safety Statement.

Policy Content

Procedures to be followed by parent(s), namely the lawful father and/or mother or lawful guardian(s) who require the administration of medication for their child

1. The parent(s)/guardian(s) should write to the Board of Management, requesting the Board to authorise appropriate staff members to administer medication to the pupil, or to monitor self-administration of the medication. In the event of having to administer more serious medicine, the Board reserves the right to decide whether it is suitable to have it administered in school. Under no circumstances will non prescribed medicine be either stored or administered in the school.
2. Parent(s)/guardian(s) are requested to provide written instructions, detailing the pupil's name and other personal details, the name of the medication, whether the child is capable of self-administration, the circumstances and procedure to be followed in the administration, including, but not limited to, the dosage amount and frequency, and the storage of the medication.

3. Parent(s)/guardian(s) are responsible for ensuring that the medication is delivered to the school, and handed over to the appropriate member of staff, and also for ensuring that the smallest possible, but adequate supply, is available for administration to the pupil.
4. Parent(s)/guardian(s) are further required to indemnify the Board of Management and members of staff in respect of any liability that may arise, regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
5. Changes in prescribed medicine, or changes in dosage of medication should be notified immediately to the school, with clear written instructions of the procedure to be followed in storing and administering the new medication, or the new dosage.
6. In the case where a child suffers from a life threatening condition, parent(s)/guardian(s) should outline clearly in writing, what should, and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
7. Parent(s)/guardian(s) are required to provide at least two telephone numbers where they may be contacted in the event of an emergency arising.
8. It is the parent(s)/guardian(s)'s responsibility to note the Use by date of the medication supplied to the school, and to replace as needed.

Procedures to be followed by the Board of Management

1. The Board of Management, having considered the request, may authorise members of staff to administer medication to a pupil, or to monitor the self-administration of medication by a pupil.
2. The Board will ensure that the authorised members of staff are informed of the pupil's needs, and properly instructed in how to administer the medicine concerned.
3. The Board shall seek an indemnity from the parent(s)/guardian(s) in respect of liability that may arise, regarding the administration of medication.
4. The Board shall inform the school insurers accordingly.
5. The Board shall make arrangements for the safe storage of medication, and develop procedures for the administration of medication in the event of the absence of the members of staff designated at (1) above.
6. The Board shall retain a written record of the date, time, circumstances and details of all medication administered by staff members in the school.
7. The Board shall, on request, provide for the relevant training of staff.

Responsibilities of staff members.

1. No staff member can be obligated to administer medication to a pupil.
2. The medication should be self-administered, if possible, and under the supervision of an authorised staff member.
3. Any staff member who is willing to administer medication should do so under strictly controlled guidelines, in the belief that the administration is safe.
4. Written instructions on the administration of the medication must be provided.
5. Medication must not be administered without the specific authorisation of the Board of Management.
6. In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
7. A written record of the date, time, circumstances and details of all medication administered will be kept, and provided by the staff member who administered the medication, to the Board of Management.
8. In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress, or to prevent further and otherwise irreparable harm.
9. Qualified medical treatment should be secured in emergencies, at the earliest possible opportunity, and the parent(s)/guardian(s) informed.
10. The organisers of school trips and outings, and other out of school events must arrange for the safe administration of medication, in written consultation with parent(s)/guardian(s), and in line with relevant school policies.
11. Parents will be notified by the relevant Year Head should any medication be administered in a non-emergency situation.
12. St. Mary's Secondary School accepts no responsibility whatsoever in the event that a student refuses to take, or is non-cooperative in the administration of, prescribed medication. The parents/guardians shall be immediately informed.

Timetable for Review

While reviewing this policy, due consideration has been given to all aspects of the wellbeing of students at St. Mary's Secondary School, Newport, and particularly to the Wellbeing Policy Statement and framework for practice (2018 – 2025), which recognises the unique position of schools in promoting the wellbeing of students.

The Administration of Medication Policy will be reviewed as the need arises, and/or every three years. The next review is scheduled for 2025.

Policy review team: Ms J Lahert, Ms. E. Mullally, Mr. P O'Sullivan, Ms S. Duggan, Mr. D Harrington, Mr. D. McEvoy.

Relevant dates for this policy:

Initial Policy Review by team : 30th November, 2021

Review and amendment by team: January & February, 2022

Consultation with Principal: 6th May, 2022

Consultation with staff: 6th May, 2022

Consultation with Senior Management team: 11th May, 2022

Consultation with Parents Council: 6th May, 2022

Draft Policy presented to Board of Management: 15th June, 2022

Policy approved by Board of Management: 15th June, 2022

Signed



Date

15/6/2022

Mr. Michael Corcoran, Chairperson, Board of Management,

Signed



Date

15/6/2022

Mr. Kevin Cusack, Principal.