



Special School for Children with Autism and Complex Needs

Management of Long-term Health Conditions and Administration of Medicines Policy

Rationale:

The policy as outlined below was put in place to

- Clarify areas of responsibility.
- Indicate the limitations to any requirements which may be notified to teachers and school staff.
- Give clear guidance about situations where it is not appropriate to administer medicines in school.
- Outline procedures to deal with pupils with long-term health and life-threatening conditions.
- Safeguard school staff who are willing to administer medication.
- Protect against possible litigation.

Relationship to School Ethos:

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of this Policy:

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises.
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements.
- Provide a framework within which medicines may be administered in school in cases of emergency or in instances where regularised administration has been agreed with parents/guardians.
- Provide a framework within which the long-term health condition of a child can be monitored and managed in school.

In-school Procedures:

NB: No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.

1. Parents/guardians are required to complete a **Health Information Form (Appendix A)**, annually, at the beginning of each school year to inform the school of any medical condition or allergy suffered by their child. Should the information on this form change during the school year, the school must be notified immediately.

2. Where a child has a health condition that requires
A. *emergency medicines* to be administered at school
or
B. the management of a *long-term health condition*,

the following protocol will be strictly followed...

A: *Administration of Emergency Medication*



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- i. Emergency medicines are defined as **prescribed** medicines that are required to avert a life-threatening situation.
- ii. Prescribed emergency medicines will be administered only if parents/guardians of the pupil concerned have completed an **Action Plan for Medical Condition/Administration of Medicine form (Appendix B)** and the Board has authorised the administration of the medicine in school. This must include exact details regarding administration of the medicine, how much and when it is to be administered as well as the side-effects that may result from its administration. This form must be signed by the prescribing medical professional.
- iii. The Parents/Guardians, Principal and class teacher will meet (face to face or virtual) on an annual basis or as required to discuss clear instructions on the administration of the medicine and be informed of their responsibilities as set out under this policy.
- iv. The Board of Management will seek *indemnity from parents/guardians* in respect of any liability arising from the administration of medicines **Indemnity Form for the Administration of Medicines (Appendix C)**.
- v. The school generally advocates the self-administration of medicine (e.g. inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent. However, the Board of Management acknowledges that the child's age and ability need to be taken into consideration here.
- vi. No medicines are stored on the school premises unless a specific request is made by parents/guardians and the Board has authorised the administration of the medicine in school as indicated upon completion of the **Indemnity Form for the Administration of Medicines (Appendix C)**.
- vii. Arrangements for the storage of approved emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- viii. Parents/guardians are responsible for the provision of adequate medical supplies and instructions regarding dosage, administration and storage, failure to do so may pose a health and safety risk to the student and the parents/guardians may be required to keep the student at home until the parents/guardians can provide the appropriate medicine.
- ix. Parents/guardians must notify the school immediately, and in writing, of any change to the dosage, administration instructions or protocol for administering it. This must also be signed by the prescribing medical professional.
- x. It is the Parents/guardians responsibility to ensure that their child's medicine is in date, as medicine cannot be administered past its expiry date, failure to do so may pose a health and safety risk to the student and the parents/guardians may be required to keep the student at home until the parents/guardians can provide the appropriate medicine.
- xi. Parents/guardians must notify the school, if medication has been administered in the last 24 hours in order to avoid any chance of over administration of the medication.
- xii. 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. This does not imply a duty upon teachers personally to undertake the administration of medicines.
- xiii. The school maintains a register of staff who have undertaken accredited training in the administration of specific emergency medicines. Some medication (e.g. buccal midazolam) can only be administered by staff who



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- have completed this training. Only accredited staff can be authorized by the Board of Management to administer these medicines.
- xiv. A written record of the date and time of administration must be kept by the person administering the medicine and the administration must be witnessed, and signed off by, another staff member (**Record of Administration of Medicines- Appendix D**).
 - xv. Emergency procedures as outlined in the **Emergency Procedures Form (Appendix E)** will be easily accessible to staff and followed at all times (see *Emergencies*).
 - xvi. In the event that authorized staff are not available to administer emergency medicine, emergency services will be called immediately.
 - xvii. The Board of Management must inform the school's insurers accordingly.
 - xviii. All correspondence related to the above is kept in the school.

B: Long-Term Health Conditions:

Long-term health conditions will be managed in school only if parents/guardians of the pupil concerned have completed a **Healthcare Plan (Appendix F)**, met with Principal and class teacher (face to face or virtual) to discuss, in full, the details of the Healthcare Plan and their obligations as outlined in this policy, **and** the Board has authorised the management of the condition in school. The Healthcare Plan must be completed annually, amended as necessary and include exact details regarding the management of the condition at school including any instructions for school staff as well as the symptoms that should be observed, actions taken in managing the condition, etc. This form must be signed by the treating medical professional. The **Healthcare Plan (Appendix F)** will be shared with relevant staff.

- i. The Board of Management will seek indemnity from parents/guardians in respect of any liability arising from the management of the health condition in school. (**Indemnity Form for the Management of Long-term Health Conditions- Appendix G**). The specific health condition should be named on this form.
 - ii. The school generally advocates the self-management of health conditions under the supervision of a responsible adult, exercising the standard of care of a prudent parent. However, the Board of Management acknowledges that the child's age and ability need to be taken into consideration here.
- xix. Parents/guardians are responsible for the provision of adequate, in-date medical supplies and storage that may be required in managing the child's medical condition. Parents/guardians must notify the school immediately, in writing, of any change to the protocol for managing the condition. This must also be signed by the prescribing medical professional. If the absence of this medicine poses a health and safety risk to the child, the parents/guardians may be required to keep the child at home until the parents/guardians can provide the appropriate medicine.
- iii. 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. This does not imply a duty upon teachers personally to undertake the management of health conditions.
 - iv. Emergency procedures as outlined in the **Emergency Procedures Form (Appendix E)** will be easily accessible to staff and followed at all times (see *Emergencies*).



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- v. In the event that authorized staff are not available to manage the health condition and circumstances warrant immediately medical attention, emergency services will be called immediately.
- vi. The Board of Management must inform the school's insurers accordingly.
- vii. All correspondence related to the above is kept in the school.

Life-Threatening Conditions

Where children are suffering from life-threatening conditions, parents/guardians should also complete an **Emergency Procedures Form (Appendix E)**, outlining what should be done in a particular emergency situation, with particular reference to what may be a risk to the child. This must be signed by the prescribing medical professional/the medical professional involved in the child's care/treatment of the condition.

General Recommendations Regarding Medicines

1. Non-prescribed medicines (e.g. Calpol, Nurofen) will neither be stored nor administered to pupils in school.
2. Parents/guardians should arrange for the administration of non-emergency, prescribed medicines (e.g. anti-biotics) outside of school hours.
3. Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
4. A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management.
5. Non-prescribed and non-ingested creams and ointments, including Vaseline, sun creams, Bonjela, Arnica etc., can be applied in school with written consent from the parent/guardian (a note in the child's journal is sufficient). These should be clearly labelled with the child's name and frequency of application as they cannot be transferred across children. Wherever possible, the child should apply these themselves. However, the Board of Management acknowledges that the child's age and ability will be taken into consideration with regard to this.
6. Parents/guardians are asked to apply sun cream before school in fine weather, particularly before school tours. Only sun cream supplied by parents/guardians will be applied to pupils in school.

Emergencies

In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.

Emergency procedures, as outlined in the **Emergency Procedures form (Appendix E)**, will be easily accessible to staff and followed at all times. Qualified medical treatment should be secured at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, an ambulance will be called without delay. Parents/guardians will be contacted simultaneously.

The school maintains an up-to-date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year. It is the duty of parents/guardians to notify the school



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of any changes to these details.

First Aid Boxes:

A full medical kit is taken when children are engaged in out of school activities such as school tours and sports activities.

First aid boxes are kept in the Secretary's office, staffroom and each classroom. It is the responsibility of the Health and Safety Coordinator to ensure all first aid kits are fully stocked.

General Recommendation:

We recommend that any child who shows signs of illness be kept at home to facilitate the speedy recovery of the child and to prevent the spread of infection to other pupils and staff members. It is the parents/guardians responsibility to follow up-to-date HSE guidelines where appropriate.

Roles and Responsibilities:

The Board of Management has overall responsibility for the implementation and monitoring of the school's Management of Long-term Health Conditions and Administration of Medicines policy. The Principal is the day-to-day manager of routines contained in the policy with the assistance of all staff members. The Deputy Principal is the Health and Safety Officer and the maintenance and replenishment of First Aid Boxes is a post of responsibility within the school. The APII post holder is the Assistant Health and Safety Officer and will assume the role of the Health and Safety Officer in the Deputy Principal's absence.

Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria:

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review:

This policy was ratified by the Board of on 10th April 2019. This policy was reviewed by the Board on 25th January 2023. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than January 2025.

Implementation:

The policy is effective from 26th January 2023.

Signed: 

Date: 25th January 2023



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Appendix A:

Health Information Form

Child's Name: _____

Date of Birth: _____

EMERGENCY CONTACTS (in the event that a parent/guardian cannot be contacted):

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

Medical Condition/Allergies

Child's GP: _____ Ph: _____

I confirm that all information provided above is correct. I understand that is the responsibility of the parent/guardian to inform the school in writing if there are any changes to a child's health condition/allergy or if a child is diagnosed with a new health condition, previously unknown to the school.

Signed: _____ (Parent/Guardian)

Date: _____



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Appendix B:

**Action Plan for Medical Condition/Administration of Medicine
(to be completed and signed by doctor)**

Childs Name: _____

Date of Birth: _____

Medical Condition/Allergy (reason for prescription) _____

Name of Medication: _____

Dosage details: _____

Storage Details: _____

When should this medication be administered? (Please give details, even if not required during school hours, is medication require in an emergency etc?)

Possible side effects:

Any other action required in relation to managing this condition:

Signed: _____ **Date:** _____

(Medical Professional)

Signed: _____ **Date:** _____

(Parent/Guardian)

Signed: _____ **Date:** _____

(School)



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**Appendix C:
Indemnity Form for the Administration of Medicines**

This form must be accompanied by the Administration of Medicines form signed by the prescribing doctor. Emergency medicines will only be administered during school hours where deemed absolutely necessary by the prescribing doctor. Non-prescription medicines cannot be administered in school.

Child's Name: _____

Medication: _____

	Parent/Guardians Initials
I/WE request that the Board of management authorise the taking of prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our child.	
I/WE understand that the prescribed amounts should be available daily otherwise I/WE may be required to keep my/our child at home.	
I /WE understand that we must inform the school/class teacher of any changes of medicine/dose in writing, signed by a medical professional and that we must inform the teacher each year of the prescription/medical condition.	
I/WE understand that it is the responsibility of the parent/guardian to ensure that medication is kept in date, medication cannot be administered once expired and I/WE may be required to keep my/our child at home.	
I/WE understand that, while the school will do its best to ensure staff receive appropriate training, this does not replace medical training and no school personnel have any training of this sort.	
I/WE indemnify the board from any liability that may arise from the administration of the medication.	

The school will notify parents in the journal if any equipment/medication etc needs replenishment. The school will keep records of administration of this medication and will notify the parents of such.

Do you request that this medication be stored safely on school premises?

Signed: _____ **Date:** _____
(Parent/Guardian)



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Appendix D

Record of Administration of Medicines

Child's Name: _____

Date of Birth: _____

Medical Condition:

Medication:

Dosage Administered:

Administration Details

Is the medication in date?

Yes / No (**do not** administer and inform parent/guardians)

Time Administered: _____

Name of person administering: _____

Witnessed by: _____

Why: _____

Any further details that may be relevant:

Signed: _____
(Person administering medicine)

Signed: _____
(Witness)

Date: _____



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Appendix E:

Emergency Procedures Form

In the event of _____ displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

Symptoms: _____

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**To include: Dial 999 and call emergency services.
Contact parents/guardians.**

Additional information:

Signed: _____
(prescribing medical professional)

Date: _____



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Appendix F: Healthcare Plan

Childs Name: _____ Classroom: _____
Date of Birth: _____ Age: _____
Medical Condition: _____

Emergency Contacts:

Parent/Guardian name: _____ Contact number: _____

Parent/Guardian name: _____ Contact number: _____

Other: (In the event that neither parent can be contacted in an emergency, please give details) _____

Background of condition:

Name of Medication/s:

1. _____

2. _____

Routine Healthcare Requirements:

During School Hours:

Signs/Symtoms:

Action:

Activities – Any special considerations to be aware of?

Swimming- Any special considerations when pupil goes swimming:

Any other information relating to the healthcare in school (restricted diet etc)?

Name of Hospital

Phone: _____ Emergency number: _____

***The school may contact the above named for further information. ***

Signed: _____ Medical Professional

Signed: _____ Parent/Guardian



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**Appendix G:
Indemnity Form for the Management of Long-term Medical
Conditions**

Child's Name: _____

	Parent/Guardian Initials
I/WE have informed the school that my/our child has *name of medical condition*	
I/WE request that the Board of management authorise the school to manage this condition as outlined in his/her emergency plan during the school day as it is absolutely necessary for the continued well-being of my/our child.	
I/WE understand that it is my/our responsibility to provide the necessary equipment/medical supplies/medication for this care daily, otherwise, I/WE may be required to keep my/our child at home.	
I /WE understand that we must inform the school/class teacher of any changes of this condition/management of this condition in writing, signed by a medical professional and that we must inform the teacher each year of the medical condition.	
I/WE understand that it is the responsibility of the parent/guardian to ensure that medication and other equipment necessary to manage this condition is kept in date and cannot be administered once expired, otherwise I/WE may be required to keep my/our child at home.	
I/WE understand that, while the school will do its best to ensure staff receive appropriate training, this does not replace medical training and no school personnel have any training of this sort.	
I/WE indemnify the board from any liability that may arise from the management of this medical condition in school.	

The school will notify parents in the journal if any equipment/medication etc needs replenishment. The school will keep records of any relevant information in relation to the management of this condition and will notify the parents of such.

Do you request that this medication/equipment be stored safely on school premises?

Signed: _____
(Parent/Guardian)

Date: _____