

Tipperary Education and Training Board (ETB)

TCFE AND CÉIM ÉILE

ADMINISTRATION OF MEDICINES

POLICY

**Version** 1

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**Céim Eile, Templemore College of Further Education (TCFE)**

**Administration of Medicines Policy**

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| --- | --- |
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| Document Reference number | See Attached |
| Version | To be inserted by HO |
| Document Drafted by | **Céim Eile, TCFE** |
| Date Adopted by TETB | To be inserted by HO |
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| Date Review/Amendment Adopted | To be inserted by HO |



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National Development Plan

Príomh Oifigeach Feidhmiúcháin: Bernadette Cullen

# Rationale

This policy has been formulated by TCFE AND CÉIM EILE. This policy has been prepared with reference to ‘Managing Chronic Health Conditions at college/centre – a resource pack for teachers and parents’ prepared by the Asthma Society of Ireland, Diabetes Federation Ireland, Brainwave the Irish Epilepsy Association and Anaphylaxis Ireland.

This policy is underpinned by our core values of respect, care and equality.

This policy will be implemented in accordance with other policies in use in the college/centre such as the Health and Safety Policy and Admissions Policy. In line with the ETB ethos, the Board of Management and the staff are committed to providing the best possible education and care for its learners and will always respond to the needs of a learners if that learners becomes ill or is injured while in the care of the college/centre. Some learners may have long-term health care needs that require ongoing medication to allow them to access education. The Board and staff are committed to supporting learners in this situation and to facilitating their participation in college/centre life. If administration of medication is required to facilitate a fully inclusive environment every effort will be made to accommodate learners’ needs in line with the provisions below.

Aims of this policy:

* To meet the needs of learners who require administration of essential medications during the college/centre day, in compliance with legislation and in line with best practice.
* To minimise the health risks to learners and staff on the college/centre premises.
* To protect college/centre representatives by ensuring that any involvement in medication administration complies with legislation and best practice guidelines.
* To ensure that clear instructions are available to staff on dealing with an emergency medication situation.
* To promote attendance in line with the DEIS plan.
* To fulfill the obligations of the Board of Management in relation to health and safety requirements.
* To provide a framework within which medications may be administered, in cases of emergency, or in cases where a regular administration has been agreed with the parent(s) or guardian(s)

Under the provision of the Education Act 1998 and the regulations of the Department of Education, the Board of Management/ETB is the body charged with the direct governance of the college/centre. Concerns should be addressed to the Board of Management/ETB. While the Board of Management/ETB has a duty to safeguard the health and safety of learners when they are engaged in authorised college/centre activities, this does not imply a duty upon teachers/tutors/resource staff to personally undertake the administration of medication, as this is a voluntary role.

# Non-Prescription Medication

Non-prescription medication will not be stored or administered in the college/centre. Learners are not permitted to carry non-prescription medication in the college/centre and such medications will be confiscated for secure retention and disposal by parents/guardians who will be contacted.

# Chronic Illness

It is college/centre policy that learners who are acutely ill should not attend classes until the illness has resolved. Requests from parents/guardians to keep a learner in at lunch time are not encouraged. A learners too sick to socialise with their peers should not be in college/centre.

In the event of a learners becoming acutely ill in the course of a college/centre day, parents/guardians/next of kin or emergency contacts will be notified to bring them home to recuperate. In emergency situations an ambulance will be called.

In line with the college/centre ethos, learners with chronic illnesses are encouraged to engage fully in college/centre activities. Where possible, the family doctor should be asked to prescribe treatments that can be taken outside college/centre hours in order that administration of medication at college/centre is kept to a minimum. When administration of medication is required to facilitate a fully inclusive environment, every effort will be made to accommodate learner’s needs in line with the provisions below, subject to the college/centre’s discretion to vary arrangements as deemed appropriate and in order to act in the interests of all stakeholders.

# Prescription medication

Prescription medication can only be stored/administered in the college/centre following the submission of the written authority of the parents/guardians, if the learner is under 18, to the Principal/Coordinator. This authority should authorise college/centre representatives and/or Special Needs Assistants to administer the medication and include written confirmation from a medical practitioner that the medication is such that a non-medical person may administer/supervise administration, together with confirmation of the medical dose and circumstances under which it should be given. There should also be a prescription provided which clearly states the learners name, name of the drug, the dose, the time, the circumstances under which it should be given and how it should be administered.

*Garda Vetted college/centre representatives may, upon authorisation by parents/guardians of the learners and at* their own discretion and on the basis that it is accepted by authorising parents/guardians that they will not be held liable for any accidental act or omission arising in the course of authorised administration, agree to administer certain medicines or procedures.

***This will be arranged formally in writing on a case-by-case basis and following the conduct of a risk assessment which will be documented in writing and retained on the learners’s file.***

College/centre representatives who administer medication will be provided with training as required, and records of any such training will be maintained by the college/centre.

The college/centre reserves the right, after due consideration, to deem the authority to administer medication to be invalid in circumstances where it is inappropriate.

The authority from parents/guardians requesting administration of medicines must be accompanied by the Authority for Administration of Medication – Information and Consent Form (see Appendix 2), summarising essential information to inform training of staff and safe administration of the medication.

Parents/guardians will also be asked to provide a signed Indemnity Form (see Appendix 3).

Where learners may require medication, a minimum of three staff representatives will be identified to ensure cover during sick leave, training days, etc. and inform contingency planning.

Parents/guardians will be informed of staff representatives who are authorised to administer medication. Alternative options will be discussed with the learners’s parents/guardians in circumstances of unavailability.

If it is agreed that the medication can be stored and administered in the college/centre, it will usually be stored in the designated first aid box outside the college/centre office. However, where this should pose a hazard (e.g., inhalers or adrenaline auto injector, which may be required urgently), it will be securely stored in a sealed, transparent, unbreakable container labeled with the learners’s name, date of birth, expiry date, dosage, circumstances under which it should be administered and consent of the parent/guardian to self- administer and be kept on their person. It is the responsibility of the parents/guardians to ensure that the prescription is up to date and correctly reflected in the medication stored in the college/centre and that the instructions for its administration are clear and up to date. Where possible, medication should be self- administered by the learners under adult supervision.

It is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock and that it has not passed its expiry date. In the event that medication passes its expiry date without being used, the learners’s parents/guardians will take responsibility for its safe disposal (usually by returning it to the pharmacy). Parents must take home the medication at the end of each term and bring in new supplies at the beginning of each term.

It may be necessary to store medication in a controlled temperature environment of 4°C in a refrigerator. If this is the case the medications will be stored separately to food and other items in a designated fridge.

The medication will be stored in a secure container so as to avoid interference/tampering with the medication(s). **A change in medication** and/or dosage will require **immediate** submission of an updated request form to be submitted as outlined above. All changes should be in writing and accompanied by a new consent form so that a current date is included on file. In either case the Request for Administration of Medication – **Information and Consent Form will need to be updated**. It is the responsibility of the parents/guardians to ensure that the **dosage noted on the container in which their learners’s medication is stored is also amended.**

A written record of all medication administered in the college/centre will be maintained. When medication is administered by college/centre representatives to treat an emergency (e.g., allergic reaction, asthma attack, seizure, hypoglycemia, etc.), parents/guardians/next of kin will be notified by telephone. Under certain circumstances, it may be appropriate for older learners to retain medication in their own possession and take responsibility, with the consent of their parent/guardian, for self-medication, and they should engage at all times with the Principal and administrators with regard to any issues identified, failing which, they cannot expect the Authority granted to be of any effect. ***A written authority to the Principal together with the documentation outlined above is still required, however, the college/centre will not maintain a record of medication use in circumstances where it is in the control and possession of the learners as college/centre representatives will have no involvement in respect thereof and cannot account for loss or misuse thereof.***

*When consensual self-administration is routine (e.g., bronchodilator pre-PE in a learners with exercise* induced asthma) and witnessed by college/centre representatives, a note will be placed in the learners’s college/centre journal with responsibility for monitoring same resting with the Parents/Guardians.

The Principal will audit the medication books at least once a year to ensure that the actual administration of medication complies with the information on the Authority for Administration of Medication – Information and Consent Form. Identified discrepancies will be addressed to parents/guardians with whom responsibility for arranging assessment of their clinical relevance (if any) by a physician will rest. **Please note that all prescribed medications must be prescribed in writing by a medical practitioner every six months.**

Responsibility for Administration of Medication Procedure to be followed by parents who require the administration of medication for their learner.

The parent should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.

Parents are required to provide written instructions from a General Practitioner (GP) outlining the procedure to be followed in the administration and storing of the medication.

Parents are responsible for ensuring that the medication is delivered to the college/centre and handed over to the Principal or Deputy Principal and for ensuring that an adequate supply is available.

Parents are further required to indemnify the Board and authorise members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in college/centre. The Board will inform the college/centre insurers accordingly.

Changes in prescribed medication (or dosage) should be notified immediately to the Principal or Deputy Principal with clear written instructions of the procedure to be followed in storing and administering the new medication.

Where learners are suffering from life threatening conditions, written instruction from a GP must be supplied by parents to the Principal, Deputy Principal and Coordinator setting out clearly what should and what should not be done in an emergency situation, in particular reference to what may be a risk to the learners.

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

# Responsibilities of Staff Members

1. No staff member can be required to administer medication to a learner.
2. Any staff member who is willing to administer medicines should do so under strictly controlled guidelines, following training, in the belief that the administration is safe.
3. Written instruction on the administration of the medication must be provided.
4. Medication must not be administered without the specific authorisation of The Board of Management.
5. In administering medication to learners, staff members will exercise the standard of care of a reasonable and prudent parent.
6. A written record of the date and time of administration will be kept.
7. In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
8. Parents should be contacted should any questions or emergencies arise.

# Safe disposal of medications.

Parent(s) or guardian(s) must ensure that an adult collects out-of-date medication. Used Adrenalin auto injectors (Anapens) must be given to the attending ambulance crew.

# Safe disposal of sharps

Sharps boxes must be used for the safe disposal of needles. (A sharps box is a small yellow plastic container with a protective lid that is used for the disposal of used needles). The parent(s) or guardian(s) must provide the college/centre with a sharps box. All sharps’ boxes in this college/centre will be stored in a locked filing cabinet when not in use unless alternative safe and secure arrangements are put in place on a case-by- case basis. If a sharps box is needed on an off-site or residential visit, a named member of staff will be responsible for its safe storage and will return it to college/centre or the learners’s parent(s) or guardian(s). The parent(s) or guardian(s) must arrange collection and disposal of sharps boxes.

# Review

This policy will be reviewed by the Board of Management once in every college/centre year.

|  |  |
| --- | --- |
| Submitted to Staff: |  |
| Submitted to Board of Management: |  |
| Submitted to ETB Board: |  |

# Appendix 1 - the following information is collected in the acceptance form

|  |
| --- |
| SECTION 5 - MEDICAL DETAILS |
| The following information is requested in the event of a medical issue arising during college/centre activities. Please note it may be necessary to disclose this information to staff in certain circumstances in the vital interest of the learners. |
| Please tick as appropriate | Yes | No | If yes, please provide details |
| Does the learners have allergies? |  |  |  |
| Does s/he suffer from any medical condition that we should know about? For example, asthma, diabetes, epilepsy, *etc.* |  |  |  |
| Is the learners on long term medication of which the college/centre needs to be aware? |  |  |  |
| Does s/he suffer from any medical condition that may necessitate the administration of emergency medicine/treatment on the college/centre premises? |  |  |  |
| Has the learners ever been referred to any outside agency? (*i.e*., Psychologist, Speech & Language Therapist, Occupational Therapist, Social Worker, *etc*.) If so, please provide copies of these reports to the college/centre. |  |  |  |
| Please list details of any serious medical/health concerns for the learners of which the college/centre should be aware. |
|  |
| Doctor’s Name: |  |
| Contact Details: |  |

# Appendix 2 - Authority for Administration of Medication

For the administration of medication to learners under 18 years to be signed by a parent/guardian.

|  |  |
| --- | --- |
| Learners’s name: |  |
| Date of birth: |  |
| Name of medication: |  |
| Dosage: |  |

|  |
| --- |
| Condition for which medication is required: |
| Under what circumstances should medication be given to the learners at college/centre/college? |
| Instructions for how medication is to be administered: |
| Other medication being taken: |  |

|  |  |  |
| --- | --- | --- |
| I consent to the learners’s self-administration of this medication: | Yes | No |

|  |  |
| --- | --- |
| GP’S Name: | Phone Number: |
| 1st emergency contact: | Mobile: |
| 2nd emergency contact: | Mobile: |

I authorise administration/supervision of medication by college/centre staff in dosage of ,

to the learners identified above under the

circumstances outlined above.

I understand that information about my learners’s medical condition and treatment will be shared with college/centre/college representatives and medical personnel as necessary. I also consent to the disclosure of this information to appropriate medical practitioner/s, e.g., in an emergency, and to relevant insurers as required.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: | ……………………………………………..(Parent’s Signature) | Print name: | ……………………………………………………… |
| Date: | …………………………………………….. |  |  |
| Signed: | ……………………………………………. (Learners’s Signature) | Date: | …………………………………………………,…. |

# Appendix 3 - Administration of Medicines in College/centres/Colleges – Indemnity Form

THIS INDEMNITY made the

 day of 20

BETWEEN

 (lawful father and mother/guardians of)

 (hereinafter called ‘the parent/guardians’ of) the One Part) AND for and on behalf of Coláiste Mhuire Co-Ed Board of Management as administrators of Coláiste Mhuire Co-Ed at Thurles, in the County of Tipperary hereinafter called ‘the Board’) of the Other Part.

WHEREAS:

1. The parents/guardians are respectively the lawful father and mother or guardians of

 a learners of Coláiste Mhuire Co-Ed.

1. The learners presents on an ongoing basis with the condition known as
2. The learners may, while attending the said educational institution, require in emergency circumstances the administration of medication, viz

<name of condition>.

1. The parents/guardians have authorised administration of the said medication, in emergency circumstances, by the said college/centre representatives as may from time to time be available.

NOW IT IS HEREBY AGREED by and between the parents/guardians hereto as follows:

In consideration of the Board entering into the within Agreement, the lawful parents/guardians of the said learners HEREBY ACKNOWLEDGE that the Board, its servants and agents including without prejudice to the generality the said Principal/course coordinator, staff, and learners of the said college/centre can only endeavour to act in accordance with the extent to which they are informed and AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said Principal, staff, and learners of the said college/centre from and against all claims, both present and future, arising from any accidental act or omission arising in the course of the administration or failure to administer the said medicines.

Signed:

PARENTS SIGNATURE

Learners Name: