



# ALEXANDRA COLLEGE DUBLIN

## Medication Management Policy

### **Introductory statement**

Parents have the primary responsibility for their daughters health and should provide the school with information about their daughters medical needs including information on medicines their daughter needs as well as contact information for their daughters GP. In general, Alexandra College advises parents/guardians of non-boarding students to ensure medicines are administered before arrival at the school and after they have left. However, the school nurse will discuss and agree the school's role in relation to meeting the students medication needs with parents/guardians, in accordance with this policy.

In accordance with the requirements of the Child Care Act 1991 [Early Years Services] [Registration of School Age Services] Regulations 2018 and the NMBI guidance on medication management, the Board of Management of Alexandra College has adopted and the Council has approved this written Medication Management Policy. This policy has been written to inform all staff, parents and pupils of Alexandra College's policy on the administration and handling of medicines within the college. This policy is available and communicated to parents, staff and relevant stakeholders. Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.

### **Relationship to the Characteristic Spirit of Alexandra College**

This policy aligns with and reflects our mission, ethos, educational philosophy and our values.

#### **Our Mission**

We are committed to creating and maintaining an inclusive learning environment in which every girl is enabled to know her worth, see the worth of others, and to live each school day well, for her good and for the common good. It is our hope that every student leaves this College equipped to continue her lifelong learning process joyfully, to carve her own path, to make and sustain relationships, and to make her particular positive contribution to society. Achievement of our mission requires the full support, engagement and day to day commitment of the whole school community.

#### **Our Educational Philosophy**

We believe that:

- learning is questioning, exploring, understanding and sharing
- learning is a challenging and enjoyable lifelong process
- teaching should stimulate, encourage and excite the students
- students benefit from a safe environment in which they can stretch, experiment and discover their potential

We reflect consistently on how we educate and learn so that we facilitate and inspire engaged learners and citizens.

### Our Values

Our core values are a daily commitment to a way of being in the world. Together, they provide a framework to help us to think clearly, behave positively, reach sound decisions, be well, and contribute to the development and wellness of others.

We are committed to:

**Independent Thinking:** We teach our students to know themselves; how to think freely, critically and purposefully; to reason respectfully.

**Respect:** We respect ourselves, each other and our environment. We acknowledge the perspective, development and contribution of every individual and work together to benefit personal growth and the common good. We create an atmosphere and community of respect, understanding, non-judgmental challenge and encouragement.

**Responsibility:** We are responsible for ourselves and to society. We encourage our students to create and to take leadership opportunities, to act purposefully with conscience.

**Diversity:** We value the identity, heritage and culture of every student. We acknowledge and celebrate interconnectivity and the value and challenge of difference.

### Purpose of the Policy

The purpose of this policy is to:

- I. Provide guidance to parents concerning their own and the school's role and responsibilities regarding administration and storage of medication for their daughter including the need for sharing information.
- II. Provide a framework within which Alexandra College will address and manage issues relating to the medication of students and to ensure that all staff are fully aware of their legal and professional responsibilities with regard to medication management.

- III. Minimise health risks to children and staff on the school premises by ensuring that all medication management practices are safe, evidenced based, and comply with appropriate legislative and professional requirements.

## **CATEGORIES OF MEDICATION:**

### Over the Counter Medication (OTC):

These are medications that can be bought without a prescription and come with basic directions for use but not specified to any individual named person. Examples of OTC medication are Paracetamol and Ibuprofen.

### Prescription Medication (PM):

These are medications that have been prescribed by a medical professional. The prescription will outline the patient's name, drug name, dosage, frequency and method of administration. Prescription medication must be stored in a locked cupboard and recorded as it is administered. Examples of PM are antibiotics and antidepressants.

### Controlled Drugs (CDs):

These are medications that have been prescribed by a medical professional and to be used solely for the named individual on the prescription. Under the Misuse of Drugs Act these medications must be stored in a locked cupboard and strictly monitored and recorded as they are administered. The prescription will outline the patient's name, drug name, dosage, frequency and method of administration. Examples of CDs are medications for ADHD including Ritalin and Dexamphetamine.

### Emergency Medication (EM):

These are medications that have been prescribed by a medical professional for a named individual to treat a potentially life threatening condition. Examples of emergency medication include Asthma inhalers, Adrenaline Auto-injector devices and diabetic hypo treatments.

## **ADMINISTRATION & HANDLING OF MEDICINES**

The College Nurse will have responsibility for overseeing the students medication needs throughout the school day. Out-of-hours, the Head of Residence and appointed authorised staff will have the responsibility under the instruction of the College Nurse. They will have responsibility for supervising the administration of over-the-counter medication (OTC) for the pupils, some doses of prescription medicines (PM) and Controlled Drugs (CD).

### **Non-prescription medication**

- Non-prescription/over the counter medication e.g. paracetamol is available in the school for both day pupils and residential boarders. Medication will only be administered with the prior written permission of parents/guardians. The written consent of the parent(s)/guardian(s) must be obtained in all cases using only the **'Student Health and Administration of Non-Prescribed Medication Form'** (See Appendix 1).
- Non-prescription medication is stored in the Nurse's Office and will only be dispensed by the nurse or in their absence, a trained authorised person. Only medication suitable for children will be given. All medications will be administered by a staff member competent and authorised to do so. All medications will be stored safely away from children's reach and according to manufacturer's instructions.
- Generally students are not permitted to carry non-prescription medication in school without prior signed permission (See Appendix 3) from their parents and a doctor's note stating they are competent to self-administer. Parents must indemnify the school in respect of the self-administration of any medicine. Medication will be confiscated from students who do not have prior permission to carry it and parents/guardians will be contacted to remove the medication from the school premises.

### **Prescribed Medication**

- Parents/guardians of day pupils must make every possible effort to ensure that their daughters prescription medication needs are met before arriving at the school and after returning home. However, to facilitate promotion of health and wellbeing and to promote an inclusive setting we will work in consultation with parents to ensure that any essential prescribed medication needs of residential students and day pupils who may require it during the school day are met.
- Prescription medication can only be stored/administered in the School following completion of the **'Administration of Prescribed Medication Form'** (See Appendix 2). The Board of Management reserves the right, after due consideration, to refuse the request to administer medication, where for example,

it would not be appropriate for a non-medical person to administer/supervise the administration of the medication. Prescribed medication will only be administered to the child for whom it has been prescribed, in line with current legislation. Arrangements for administration of medication to each pupil will be reviewed, at least annually.

- Medication must be provided by parents/guardians in its original labelled container as dispensed by a pharmacist including the child's full name, prescriber's instructions for administration, clear storage instructions, the date it was dispensed and the expiry date. Medicines must never be transferred from their original container as dispensed by a pharmacist which includes the prescriber's instructions for administration. All medication must be identifiable in English and licensed for use in the Republic of Ireland.
- The parents/guardians must hand the medication directly to the College Nurse or Head of Residence. The service will only administer medications as prescribed and will not change this at the request of parents without a registered medical practitioner's written direction. The service reserves the right to contact a health care professional if authorised staff members are unsure about administering medication to a child, even if the parent/guardian has requested that the medication should be administered. A photocopy/scan of the original prescription for each medication must be provided.
- Where possible medication should be self-administered by the pupil under adult supervision. If a child refuses to take their medication, staff will **not** force them to do so. But will seek advice from the parent. Regular training will be provided to staff who administer medication/supervise the administration of it. During school hours, College Nurse will be responsible for administering prescribed medication. Outside of those hours, ideally a minimum of two staff members will be identified to ensure cover during sick leave, course days, etc. In the event that trained staff members are unavailable, the Principal will discuss alternative options with the child's parents/guardians which may include the child being taken home by the parents.
- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.

## **Controlled Drugs**

- Controlled drugs must be brought to the College Nurse by the parent/guardian of the pupil and NOT by the pupil. These are then recorded and checked in the Nurse's Office and countersigned by the parent/guardian. A record of this is documented in the Controlled Medication Record. Controlled Medications left at the end of term will be returned to parents who will sign the Controlled Medication Record to acknowledge receipt. These drugs **must be** kept in a locked cupboard in a locked room (the Nurse's Office).

### **Staff Administering Medication:**

All members of staff administering medication must:

1. Be trained and competent to do so.
2. Have a brief knowledge of the medication being administered and its therapeutic use. Example Ventolin inhaler used for asthma symptoms.
3. Ensure the medication is taken by the pupil in their presence.
4. Record, date, time, drug, drug dose, signature as per established procedures.
5. Ensure the correct pupil is administered the correct medication.
6. Record a pupil's refusal to take medication.
7. Immediately report any mistakes to the College Nurse.
8. Be aware of substances to which the pupil is allergic.
9. Ensure the pupil gives informed consent and that they are aware of the reason for treatment prior to administration of medication.

Checklist for the administration of Medication:

#### **FIVE RIGHTS OF ADMINISTRATION:**

- RIGHT Patient
- RIGHT Drug
- RIGHT Dose
- RIGHT Route
- RIGHT Time

### **Alternative and Overseas Medication**

- Alexandra College will not accept, store or administer food supplements, herbal remedies, medicines from abroad or alternative remedies unless prescribed or supported in writing by an Irish GP or hospital consultant. In the interest of pupil safety, overseas pupils are not permitted to bring over the counter medications

with them. Should a pupil require over the counter medications they will be able to avail of them through the College Nurse.

### **Where a Child is Permitted to Self-Medicate:**

- We recognise that children have the right to take responsibility for their welfare and administer their own medication. In the event that a child is authorised and permitted by a parent/guardian to retain and self-administer medication, written details of such medication must be furnished to the College Nurse and **'Authorization for Self-Administration of Medication and Waiver and Indemnification from Liability'** must be completed. For prescribed medication, a photocopy/scan of the original prescription for each medication must also be provided.

### **Emergency Medicines**

Children diagnosed as being at risk of anaphylaxis are prescribed adrenaline in an auto-injector which is commonly known as an EpiPen. Adrenaline given through an EpiPen to the outer thigh muscle is the most effective treatment for anaphylaxis, as when injected it rapidly reverses the effects of a severe allergic reaction. It is a single use pre-loaded automatic injection and is designed to be used as a first aid device by people without formal medical training. If a child has been prescribed an EpiPen, the EpiPen must be provided by the child's parent/guardian to the School Nurse along with an Anaphylaxis Management Plan.

The plan must be:

- I. Completed by the child's Doctor and supplied to the College Nurse.
- I. A clear photo of the child, a list of allergens and clear instructions for first aid response to a reaction.
- II. Medication should be supplied and instructions should be clearly written on the management Plan – EpiPen, anti-histamine medication, etc.

IMPORTANT NOTE: As diagnosis may occur at any time **it is the responsibility of parents/carers** to notify the school if their child is diagnosed as being at risk for anaphylaxis and Alexandra College will follow the process outlined above as soon as notified.

Students are allowed to carry Asthma Inhalers and/ or Adrenaline Auto-Injector Devices on their person provided the College Nurse has received written notification from parents, an accompanying prescription, and a management plan written by a Doctor. Pupils with Adrenaline Auto-Injector Devices must provide the school with at least 2 devices, one of which is kept for easy access in the event of an Anaphylaxis emergency.

It is important that:

- I. Medication is in the original container in which it was dispensed.
- II. The original dispensing label must be intact and all the necessary instructions clearly visible.
- III. The name of the individual for whom the medication was prescribed is clearly displayed on the label.
- IV. The dose and frequency of the medication is clearly displayed on the label.
- V. The route of administration is clearly displayed on the label.
- VI. The expiry date is clearly displayed on the label.

### **Storage of Medicines:**

- All medication is stored in line with manufacturer's instructions out of reach of the children. All prescribed medication will be stored in a locked cabinet in the College Nurse's office. Over the counter/non-prescription medication will be stored in a locked cabinet in the College Nurse's Office and the residential medication stock will be stored in the Head of Residence's Office.
- For self-medicating children the availability and storage of their medication will be decided during the risk assessment.
- All medication is returned to storage immediately following its administration to a child.
- Unused medicines should be returned to the parent.

### **Disposal of Medication:**

Prescribed and OTC medication will be stored in the school until the end of each term. It is the responsibility of the parent/guardian to collect any unused medication. If a parent/guardian has not picked up unused medication by the end of term, then it will be taken to a community pharmacy for disposal.

### **Medication Errors:**

All medication errors will be recorded and medical advice from a doctor will be sought immediately. The students GP/Consultant, dispensing pharmacist or other emergency



service will be contacted, depending on the error. Parents/guardian will be informed immediately. An incident report will be completed.

#### RATIFICATION & REVIEW

The school will review this policy on an annual basis and it will be amended as necessary. Amended statements will be brought to the attention of all parents.

This Medication Management Policy was adopted by the Board of Management on 21/3/2024.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

(Chairperson of Board of Management)

(Principal)

Date: \_\_\_\_\_

Date: \_\_\_\_\_