



Villiers School Medication Management Policy

April 2024

1. Critical elements:

- 1.1 For use in: Villiers School, North Circular Road, Limerick.
- 1.2 Date of this Policy: April 2024
- 1.3 Names of authors: Nurse Beverley Callender, Nurse Barbara Fitzpatrick
- 1.4 Employing Authority: Villiers School

2. Clinical Criteria:

- 2.1 The treatment of illnesses and injuries amongst students and staff in the school.
- 2.2 Boarding students attending the nurse for all illnesses or injuries and day students or members of staff in the school who are seen by the nurse on duty in case of emergency.
- 2.3 The nurse will refer patient to a doctor or to the Emergency Department as deemed necessary.
- 2.4 All medication will be stored in a locked drug press in the surgery or in the case of emergency supplies given to house parents in the Boarding Houses, in a locked cabinet in the staff rooms. All medications administered by the nurses will be recorded electronically in the student's medical file. Medication given by house parents will be recorded on paper giving the time, date, reason for administration and signed by the person administering same. These records will be kept on file in the surgery.
- 2.5 Medication requiring refrigeration will be stored in a fridge in the surgery, separate from food products.

3. Details of Medication to be Administered:

3.1 Over-the-counter medications as detailed on the Medical Questionnaire and for which the parents and guardians of the student has signed the required permission.

Prescription medicines will be administered at the request of the parent/ guardian and must be supplied in their original, properly labelled container with the student's name and clear instructions regarding dose and frequency.

All medications classified as controlled substances must be transported to and from the school by the student's parents and guardians. The number of doses of any controlled substance will be recorded by the School Nurse

on duty and signed by the nurse and the parent and guardian. The rules for the administering of prescription medicines apply to controlled substances.

No student may keep medication for self-administration in the boarding house without the knowledge and permission of the nurses.

Day pupils self-administering medication must abide by the rules set out at 3.6 and 3.7.

The term medication covers not only 'over-the-counter' and prescription conventional medicines, but also herbal remedies, vitamins and other non-traditional forms of medicine.

3.2 Administration of Medication: Medication will normally be administered by the nurses in surgery but house parents have emergency supplies of Paracetamol and Strepsils available to them for administering in case of emergency overnight.

Should the nurse, in the exercise of professional judgement, question the administration of any particular medication as excessive or otherwise potentially harmful to the student, they will cease to administer the medication and notify the parent/ guardian immediately of their concerns. They will liaise with the prescribing doctor at the request of the parent and guardian.

3.3 The administering of prescription medicines will normally be undertaken by the school nurses but where a dose is necessary and the nurses are off duty it will be given to a house parent for administration, in a clearly marked container, with the name of the student and the medication, along with clear instructions on dosage and time to be administered.

3.4 Details of any medication errors or near misses will be documented in a separate log.

3.5 All out of date or unwanted medication will be returned to the pharmacy for disposal.

3.6 Self-medication by a student aged 16 years of age or over:

In the case of students aged 16 years of age or over, the following conditions apply to the possession of and self-administration of medication in school:

- The medication must be kept in a locked locker at all times except in the case of 'instant use' items such as inhalers, etc.
- The medication must be in its original container and in the case of prescription items, clearly marked with instructions for use and dosage.
- Under no circumstances is any medication to be given to another student or misused in any way. Any breach of this rule will be considered a breach of discipline and dealt with accordingly. In any case where misuse of medication is suspected, it will be confiscated and the parent and guardian informed immediately.

3.7 Self-medication by a student aged under 16 years of age:

In the case of students under 16 years of age, the following conditions apply to the possession of and self-administration of medication in school:

- An application must be made in writing by the parent or guardian for permission for the student to have the medication in their possession, stating the reason it is required and the dosage.
- Approval will be authorised in writing to the parent or guardian.
- The medication must be kept in a locked locker at all times except in the case of 'instant use' items such as inhalers, etc.
- The medication must be in its original container and in the case of prescription items, clearly marked with instructions for use and dosage.
- Under no circumstances is any medication to be given to another student or misused in any way. Any breach of this rule will be considered a breach of discipline and dealt with accordingly. In any case where misuse of medication is suspected, it will be confiscated and the parent or guardian informed immediately.

3.8 Special Medical Conditions:

Where a student is suffering from a chronic medical condition e.g. asthma, diabetes, anaphylaxis, etc. parents and guardians will be required to notify the school in writing of their treatment plan.

The school nurses should be given spare supplies of the medication required by the student and a parent/guardian must inform them, in writing, of any changes which take place to the dosage or medication required.

4. Exemptions:

Emergency health procedures, including emergency administration of medication are not subject to this policy.

Drugs or medicines provided or administered by the public health authority to prevent or control an illness or outbreak of disease are not governed by this policy.

No form of vaccination or immunisation will take place without written parental or guardian approval.

5. Privacy:

Proper consideration is at all times given to the right to privacy of both students and parents and guardians in relation to medical information. Within the constraints of the need for supervision, the student's right to privacy in the administration of medication will be respected.

6. Review:

This policy was introduced in May 2023, reviewed in April 2024, approved by the Board of Governors on 9th April 2024 and is due for review in April 2025.

Signed:

Head of School

Chairperson of Board of Governors