

Rathfarnham Parish N.S.



Allergen and Administration of Medicines Policy

Rationale

This policy is concerned with the whole school approach to the health care and management of members of the school community suffering from specific health conditions and allergies. The policy outlined was put in place to:

- To clarify areas of responsibility
- To give clear guidelines about situations where it is/is not appropriate to administer medicine
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- To minimise the risk of any pupil suffering allergy induced anaphylaxis
- To outline procedures to be followed in the case of an allergic reaction and how to manage such emergency situations should they arise
- To safeguard school staff

The school's position is not to guarantee a completely allergen free environment; rather, to minimise the risk of exposure, encourage self-responsibility, plan for effective response to possible emergencies and become an 'allergy aware' environment.

Our Aims:

- To minimise health risks to children and staff while in school
- To fulfill the duty of the Board of Management in relation to Health and Safety requirements
- To reduce the likelihood of a pupil with a known allergy being exposed and/or displaying a severe reaction while in school.
- To foster an understanding of, and sense of responsibility for, the specific needs of the individual members of the school community.
- To provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians.

Rathfarnham Parish N.S. is a nut free zone. The whole school community has a responsibility to ensure that snacks, lunches or any other food stuff are nut free.

Procedures, Roles and Responsibilities

The Board of Management and Principal

The Board of Management has the overall responsibility for the implementation of the school policy on the Administration of Medicine. The Principal is the day to day manager of routines contained in this policy with the assistance of all staff members.

Parents/Guardians

Parents/guardians are required to complete an *Information Form* once their child is enrolled in the school which includes information on the child's health, medical condition or allergies. *This information is entered into the school database and shared with the school staff.*

Prescribed medicines will only be administered after the parents of the pupil concerned has filled in a **Form of Indemnification** (Appendix 2) indemnifying the Board of Management and the school staff in respect of any liability arising from the administration of medicines.

Parents of a child with a health/medical condition are also required to fill out a **Healthcare Plan** (Appendix 1) which contains details of the action to be taken in the event of the child developing symptoms or in an emergency.

Parents are responsible for providing, in writing, on-going accurate and current medical information to the school. They are required to provide information in writing on the nature of the child's medical condition and/or allergy; including:

- The action to be taken should the child becomes unwell, including the administration of any medication
- Control measures that may be necessary
- Up to date emergency contact information
- the action to be taken in case of allergic reaction, including any medication to be administered and how it is to be used.
- exact details of how medication is to be administered
- the provision of in-date medication and notification of any change of dosage.

School staff

Photographs of pupils with severe food allergies are displayed in the staff room and the pupil's classroom. These will also include details of action to be taken in the event of a reaction. Staff members will be instructed in the administration of an epipen or other specialised forms of medication as necessary.

- School staff will only administer prescribed medication when arrangements have been put in place as outlined in this policy.
- Staff members are responsible for familiarising themselves with the policy and to adhere to health & safety regulations regarding food and drink.
- In circumstances that a child attending school has a severe allergy, staff will be instructed as to the child's identity and the nature of the allergy.
- Class teachers will discuss allergy information with all children in the class so that they are all aware of allergies and the need to be vigilant.

- Staff members will promote hand washing before and after eating and implement a 'no-sharing food' policy.
- Staff members will be vigilant at break and lunch times to ensure the safety of children with allergies, however, staff cannot guarantee that foods will not contain traces of nuts or other allergens.
- Staff members will ensure that emergency medication is easily available especially at times of high risk
- Staff members should liaise with parents about snacks and any food-related activities e.g. cooking.

In the event of a child suffering an allergic reaction staff should:

- keep calm and make the child comfortable.
- follow guidelines in the child's Individual Health Plan: if medication is available it will be administered as per training and in conjunction with the administering medications guidelines in the school.
- contact the child's parents.
- contact the emergency services should the symptoms become more severe. If parents have not arrived by the time an ambulance arrives, a member of staff will accompany the child to hospital.

Children

- Medication should be self administered if at all possible under the supervision of a responsible adult.
- It is not recommended that children have medication in schoolbags, lunchboxes, coats etc.
- Children who are unwell should not be sent to school. Children should not be given medication such as Calpol to self medicate in school.
- Requests to keep children in for break or lunchtime are not encouraged except in exceptional circumstances. A child who is too sick to play with other children should not be in school.
- Children should not share or swap lunches.
- Children should not eat anything with unknown ingredients or is known to contain an allergen.
- Notify an adult immediately if they feel unwell.

Success Criteria

The effectiveness of this policy is measured by the following criteria:

- Compliance with health and safety legislation
- Maintaining a safe and caring environment for children
- Positive communication with parents/guardians

Ratification and Review

This policy was reviewed and amended in January 2021

Appendix 1

Rathfarnham Parish National School



Individual Pupil Healthcare Plan

Pupil's Name		Date of Birth	
Address			
Parent 1		Contact No.	
Parent 2		Contact No.	
Emergency Contact	<i>(in the event that parents are not contactable)</i>	Contact No.	

Meeting with school prior to commencement date: Yes: No:

Allergies:

Plants: Animals: Food: Moulds: Drugs: Bees/Wasps:

Other: _____

Please describe the allergic reaction for each known allergy:

Please describe in detail the treatment for each known allergy:

How many times has your child had a reaction? Never Once More than once

If more than once, explain what happened and the outcome:

When was the last reaction: _____

What are the signs & symptoms of your child's allergic reaction:

How quickly do the signs/symptoms appear after exposure to the allergen?

Seconds: Minutes: Hours: Days:

Any other relevant information:

Medication: Does your child take any medication? Yes: No:

If yes, what is the name of the medication: _____

Purpose of Medication: _____

Will medication be required at school? Yes*: No:

*(*If your child needs to take medication regularly in school, it is the responsibility of the parent/ guardian to provide the school with up to date medication/equipment, clearly labelled in a suitable container with your child's photo attached.)*

Does your child know how to use the treatment? Yes: No:

Please describe any side-effects or problems your child had/has in using the suggested treatment:



FORMS OF INDEMNIFICATION

I/We, _____ request and authorise my/our child
_____ (*insert child's name*) to carry and/or self- administer their
medication. Yes: No:

Details of medication and required dose:

Parents/Guardians' Signature(s):

Print Names: _____ Date: _____

I/We, _____

request and authorise members of the school staff to administer the identified medication to the above named child in accordance with the instructions on the Individual Healthcare Plan. In authorising the administration of medication we agree to indemnify the Board of Management in respect of any liability which it may incur as a result of the administration of such medication.

Parents'/Guardians' Signatures:

Print Names: _____ Date: _____