



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board



Grange Post-Primary School
Iarbhunscoil na Gráinsí
windows of opportunity

ADMINISTRATION OF PRESCRIBED MEDICATION POLICY

Table of Contents

1.	Statement of intent.....	3
2.	Legislation & Guidance.....	3
3.	Glossary of Terms.....	4
4.	Scope	5
5.	Roles and Responsibilities relating to this policy	6
6.	Preparatory Procedure for administering medication	8
7.	Medication Storage	11
8.	Records	12
9.	Procedure for the Administration of Medication.....	13
10.	Policy review.....	16
Appendix 1.	Request for Administration of Prescription Medication – Information & Consent Form.....	Error! Bookmark not defined.
Appendix 2.	Administration of medication in Grange Post Primary School – Indemnity Form	22
Appendix 3.	Healthcare Plan	24
Appendix 4.	Emergency Plan	26
Appendix 5.	References	28
Appendix 6.	Medication Log	29
Appendix 7.	Incident Report.....	31
	Administration of medication training	33
Appendix 8.	Sample Risk Assessment on Administration of Medication.....	34
Appendix 9.	Additional Resources	35

1. STATEMENT OF INTENT

This aims of this policy are as follows:

- To meet the needs of students who require administration of essential medications during the school day at Grange PPS, in compliance with legislation and in line with best practice.
- To protect Grange PPS staff by ensuring that any involvement in medication administration complies with relevant legislation and best practice guidelines.

In line with the ethos of Grange PPS, students with chronic illnesses are encouraged to engage fully in school activities. Where the administration of a student's medication is required to facilitate a fully inclusive environment, every effort will be made to accommodate the student's needs.

2. LEGISLATION & GUIDANCE

The following are relevant legislation and guidance:

- The Children First Act 2015
- Child Protection Procedures for Primary and Post- Primary Schools
- [Managing Chronic Health Conditions at School](#)– A resource pack for teachers and guardians, prepared by the Asthma Society of Ireland, Diabetes Federation Ireland, Brainwave, the Irish Epilepsy Association and Anaphylaxis Ireland
- The IPB 'Step by Step Guide to Managing Educational Institution Risk for Students with Medical Conditions or Disabilities'.

3. GLOSSARY OF TERMS

‘Acute Illness’ is an irregular undefined illness.

‘Emergency Plan’ is a plan developed for each student with chronic medical conditions to inform Grange PPS staff of their care needs and medication administration requirements where emergency medication is required. A template is available at Appendix 4.

‘Principal’ means the Principal of Grange Post Primary School and includes a Deputy Principal or other staff member to whom the Principal has formally delegated a function under this policy.

‘Guardian(s)’ means the person(s) who is/are legally entitled and obliged to fulfil the parental rights and duties in relation to the upbringing and care of the child to whom they are a legal guardian.

‘Healthcare Plan’ is a plan developed for each student with chronic medical conditions to inform Grange PPS staff of their care needs and medication administration requirements. A template is available at Appendix 4.

‘Key contacts’ are the named persons set out as key contacts in the Healthcare Plan, as identified by the Guardian(s).

‘Medication Log’ is a log of all of the medication that has been given to the relevant student by school staff.

‘Non-prescription medication’ is medication for which the school has not received prescription details and/or medication which does not require a prescription in order to be obtained.

‘Incident Report’ is a log of any and all adverse effects of administration of the prescribed medication on the student. A template is available at Appendix 7.

‘Student over 18 years’ does not include a Vulnerable Person.

‘Vulnerable Person’ means a person aged 18 years or older who, by reason of mental or other disability, age or illness is, or may be, unable to take care of him/herself, or unable to protect him/herself against ‘significant harm’ or ‘exploitation’.

4. SCOPE

This school policy gives local effect to the MSLETB Administration of Prescribed Medication Policy and applies to Grange Post Primary School (Grange PPS), the Principal and all Grange PPS staff who are requested to administer medication.

This policy applies to requests from Guardian(s) or students over 18 years for Grange PPS to administer or supervise the administration of routine prescribed medication to students suffering from chronic medical conditions and to the administration of emergency medication.

This policy should be read in conjunction with other relevant Grange PPS and MSLETB policies, including the Student Protection Policy, Special Educational Needs Policy and Admissions Policy.

Non-prescription medication will not be administered by the Principal and/or any Grange PPS staff.

A student should never be forced to accept a medicine. In the event that a student does not accept a medicine, the school should contact a parent/guardian immediately.

Grange PPS may refuse a request for the administration of medication where same cannot be reasonably accommodated. In this event, and having been previously discussed between the school and the Guardian(s) / Key Contacts, the Guardian(s) / Key Contacts will be required to attend to the school to administer the medication as and when required.

A copy of this policy will be available on the school's website once implemented in the school.

This policy does not apply to the application of suncream to students.

If a student presents with an illness and Grange PPS has not received a completed 'Request for Administration of Medication – Information and Consent Form' and an 'Administration of medication in Grange Post Primary School – Indemnity Form', the school cannot administer medication to the relevant student and should instead call the emergency services immediately and follow their guidance.

5. ROLES AND RESPONSIBILITIES RELATING TO THIS POLICY

5. 1. The Principal

The Principal is responsible for the following, although s/he may delegate some or all of the functions to another staff member(s):

- 5.1.1. Distributing information to Guardian(s) of prospective students regarding the relevant Admissions Policy, particularly the need to disclose details of a student's medical requirement on the relevant Acceptance Form for Admission;
- 5.1.2. Ensuring a risk assessment regarding the administration of the medication is carried out for each student as set out in Appendix 9;
- 5.1.3. Ensuring a Healthcare Plan as set out in Appendix 3 and an Emergency Plan as set out in Appendix 4 are put in place for all students who require it and that same is updated when necessary;
- 5.1.4. Bringing this policy to the attention of Grange PPS staff;
- 5.1.5. Arranging training of Grange PPS staff on the procedure for administering medication;
- 5.1.6. Auditing the medication log, as set out at Appendix 6, at least once a term to ensure that the actual administration of medication complies with the information on the 'Request for Administration of Medication – Information and Consent Form' located at Appendix 1. The Principal is also responsible for maintaining a record of such an audit.
- 5.1.7. Setting up the Medication Log located at Appendix 6, and Incident Report located at Appendix 7 for each student;
- 5.1.8. Arranging appropriate storage of medications;
- 5.1.9. Ensuring all Grange PPS staff involved in a student's care are informed of, and familiar with his / her Healthcare Plan (Appendix 3) and Emergency Plan (Appendix 4).
- 5.1.10. Audit the Medication Log located at Appendix 6.

5. 2. Designated staff members assigned by the Principal

The Designated staff members assigned by the Principal are responsible for the following:

- 5.2.1. Assisting the Principal in developing and implementing a Healthcare Plan and Emergency Plan for each student that requires them;
- 5.2.2. Assisting with risk assessments regarding the administration of medication for students who require such administration;
- 5.2.3. Assessing the training needs of staff at the beginning of each academic year and informing the Principal of the training needs of staff;

- 5.2.4. Co-ordinating the communication between Guardian(s) / Key contacts in the student's Healthcare Plan and Grange PPS regarding the medication supply, medical issue or event that arises, changes to the medication, dosage of the medication and/or expiry dates of medication throughout the academic year.
- 5.2.5. Returning expired medication to the relevant Guardian(s) / Key contacts in the student's Healthcare Plan.

5. 3. Grange PPS staff

Grange PPS staff who interact with any student who requires prescribed medication to be administered are responsible for the following:

- 5.3.1. Participating in the development of a Healthcare Plan as set out in Appendix 3 and Emergency Plan as set out in Appendix 4 for students with whom they are involved;
- 5.3.2. Familiarising themselves with the Healthcare Plan, Emergency Plan and location of medication for the students with whom they are involved;
- 5.3.3. Participating in the appropriate and relevant training for the administration of medication where that staff member has agreed to administer such medication.

5. 4. Guardian(s) / students over 18 years / Key contacts

The Guardian(s) / students over 18 years / Key contacts are responsible for the following:

- 5.4.1. Informing Grange PPS of the student's medical condition and medication administration requirements in the relevant Acceptance Form for admission.
- 5.4.2. Informing Grange PPS as soon as possible of any change to the student's medical condition or prescribed medication administration requirements.
- 5.4.3. Attending a meeting with Grange PPS staff to develop a Healthcare Plan as set out in Appendix 3 and Emergency Plan as set out in Appendix 4;
- 5.4.4. Completing the 'Request for Administration of Prescribed Medication – Information and Consent Form' located at Appendix 1.
- 5.4.5. Providing the school with a recent prescription from a medical practitioner for medication that is required to be administered at Grange PPS;
- 5.4.6. Providing the prescribed medication to Grange PPS;
- 5.4.7. Obtaining updated prescriptions for medication every six months and/or when dosage details change and/or when the prescription requires renewal;
- 5.4.8. Submitting an updated 'Request for Administration of Medication – Information and Consent Form', located at Appendix 1, when medication and/or medication dosage changes;

- 5.4.9. Signing the 'Administration of medication in Grange Post Primary School – Indemnity Form' located at Appendix 2;
- 5.4.10. Making every effort to ensure that medication is scheduled to be administered outside of school hours;
- 5.4.11. Ensuring that, where applicable, an adequate supply of medication is in stock at Grange PPS;
- 5.4.12. Ensuring that, where applicable, an adequate supply of medication is in your possession;
- 5.4.13. Arranging the safe disposal of medication that passes its expiration date.

6. PREPARATORY PROCEDURE FOR ADMINISTERING MEDICATION

6.1. Preparatory Process

At Grange PPS, the school is to be informed of the student's medical condition and prescribed medication administration requirements using the Acceptance Form for admission during the registration process, or, for a student already enrolled, as soon as such a need arises or whenever medical needs change. The school may also request an update at the end of the school year as to whether any details need to be amended.

Grange PPS provides the Guardian(s) / student over 18 years with an acknowledgment letter, a copy of this policy and requests a meeting to complete the Healthcare Plan.

The Guardian(s) / student over 18 years must complete a 'Request for Administration of Medication – Information and Consent Form' provided by Grange PPS if they wish for the school to administer prescribed medication to the student. This form must be accompanied by a prescription from a medical practitioner, and it must provide details of the medical dose and details of the circumstances when the medication should be administered. Written confirmation from a medical practitioner is also required to confirm that a non-medical person may administer / supervise the administration of such medication.

The Guardian(s) / student over 18 years must sign the 'Administration of medication in Grange Post Primary School – Indemnity Form' provided by Grange PPS.

Changes to instructions regarding the administration of medication will only be accepted where they are received by Grange PPS in writing. Verbal instructions will not be accepted.

Grange PPS reserves the right, after due consideration, to deem the authority to administer medication to be invalid in circumstances where it is inappropriate.

6.2. Planning Process

The Principal will ensure that a risk assessment on the medication administration is carried out for the student.

The Principal / designated staff member(s) assigned by the Principal / relevant Grange PPS staff member will arrange a meeting between the Guardian(s) / student over 18 years and the relevant Grange PPS staff to develop a Healthcare Plan and an Emergency Plan (where emergency medication is required). The risk assessment that has been carried out will inform the meeting on the appropriate measures that are required.

All Grange PPS staff (often, but not always, including the class teacher) will be identified to ensure that cover is provided during staff sick leave, course days *etc.* and to inform contingency planning. Guardian(s) / student over 18 years are to be informed that Grange PPS staff have been nominated by the school to administer medication, and alternative options are to be discussed with the Guardian(s) / student over 18 years in circumstances of unavailability.

Grange PPS staff are not obliged to undertake the administration of medications. However, they may, upon authorisation by Guardian(s) / student over 18 years, agree to administer certain medications or procedures.

Where possible, the student's medication practitioner should be asked to prescribe treatments that can be administered outside of school hours so that administration of medication at Grange PPS is kept at a minimum.

A meeting is held with all relevant staff e.g. the Principal, Class Teacher / Year Head, SENCO, SNA, Bus Escort *etc.*, to discuss the student's Healthcare Plan, the Emergency Plan and the administration of medication requirements. The meeting will also involve outlining the role of each relevant staff member and their responsibilities regarding record keeping.

All relevant staff are to be made aware that any questions or queries they may have about the medications that they have been asked to administer in their service can be discussed with the student's pharmacist whose details are provided for on the Health Care Plan and Emergency Care Plan.

Grange PPS staff will be provided with training, which may include a demonstration, as required. Records of any such training will be maintained by the Principal. Where appropriate, Grange PPS should request training from the healthcare professionals providing care to the relevant student.

6.3. Self-administration of prescribed medication

Where a student is self-administering his/her prescribed medication, Grange PPS must receive a written confirmation stating whether or not the self-administering of the medication requires supervision. If supervision is required, the Principal will ensure that a risk assessment on the supervision of medication administration is carried out for the student.

The Principal / designated staff member(s) assigned by the Principal / relevant Grange PPS staff member will arrange a meeting between the Guardian(s) / student over 18 years and the relevant Grange PPS staff to develop a Healthcare Plan and an Emergency Plan (where supervision of medication is required). The risk assessment that has been carried out will inform the meeting on the appropriate measures that are required.

6.4. Acute illnesses

Students who are acutely ill are not permitted to attend classes until the illness has resolved. Where a student presents with an acute illness, Guardian(s) / emergency contacts /key contacts in the relevant Healthcare Plan will be notified and required to attend Grange PPS to collect the student to facilitate recovery. Guidance regarding specific timeframes for a variety of illnesses are available at <https://www.hpsc.ie/a-z/lifestages/childcare/whenshouldmychildreturntoschoolchildcare/>.

Provision for administration of medication for acute illness in Grange PPS is not deemed appropriate.

Where the acute illness is thought to be of an urgent nature requiring emergency treatment, Grange PPS may contact an ambulance in the interest of the student.

7. MEDICATION STORAGE

7.1. Storage by Grange PPS

Prescription medication can only be stored at Grange PPS following the submission to the Principal of written authority of the Guardian / student over 18 years located at Appendix 1.

The prescribed medication will be stored in a secure location where access can only be obtained by the Principal, designated staff members assigned by the Principal and or Grange PPS staff member(s). The medication will be stored in its original containers and according to the manufacturer's instructions in consultation with the Guardian(s) / student over 18 years. However, where this system of storage could pose a hazard, e.g. an adrenaline autoinjector which may be required urgently, the medication will be securely stored in a sealed, transparent, unbreakable container labelled with the student's name, expiry date of the medication, dosage of the medication and circumstances under which the medication should be administered and directions for such administration.

All prescribed medication will be labelled with the name of the student for whom the medication is intended.

All medication must have the appropriate equipment for its administration stored with it *e.g.* a measuring device such a spoon or cap, if applicable. Where such a measuring device is provided by the manufacturer, that is the device that is to be used by staff when administering the medication.

It is the responsibility of the Guardian(s) / student(s) over 18 years to ensure that Grange PPS has a sufficient level of the student's medication in stock and that the medication in storage has not passed its expiry date. Where medication in storage has passed its expiry date without being used, the medication will be returned to the Guardian / student over 18 years who will be responsible for its safe disposal.

7.2. Student storing their own prescribed medication

It may be appropriate, in certain circumstances, for a student to carry their own prescription medication where they have obtained the permission of the Principal and their Guardian(s) (if applicable) to do so, and where the student is responsible for self-administering his/her own prescription medication.

Students who are over 18 years are responsible for keeping emergency medication in their possession where possible subject to the nature of the medication, e.g. this will not be applicable if storage in a refrigerator is required. Exceptions to this rule may be made where the person is a vulnerable person.

Where prescription medication is to be stored in a refrigerator, such medication should be stored separately to food and other items and be located in an area that is not accessible by students.

8. RECORDS

8.1. Record keeping

A change in medication and/or dosage will require immediate submission of a new updated 'Request for Administration of Medication – Information and Consent Form' and a copy of the new prescription. Following receipt of both of these documents, amendments will be made to the Healthcare Plan and Emergency Plan regarding the administration of the medication.

When Grange PPS receives an updated 'Request for Administration of Medication – Information and Consent Form', said form will be stapled to the front of the existing 'Request for Administration of Medication – Information and Consent Form' to ensure that the updated information is not overlooked. The original form will be retained but it will have a line drawn diagonally across the text and be signed by the Principal or his / her delegate to indicate that the original form is now superseded by the new updated form affixed to the front.

Any handwritten notes made on a 'Request for Administration of Medication – Information and Consent Form' for the purposes of updating it in line with written instructions provided by the Guardian(s) / students over 18 years will be initialled and dated by the author of the handwritten notes.

Reasons for any non-administration of regular medication will be recorded and the Guardian(s) / student over 18 years / Key contacts will be informed of the non-administration as soon as possible.

All written communication regarding the administration of medication will be stored in the relevant student's confidential file in the Principal's office. These records are stored in accordance with the relevant legislation.

8.2. Medication Log

A Medication Log as set out at Appendix 6 will be maintained such that when medication is administered an entry will be made in the Medication Log.

Where medication is to be administered by a Grange PPS staff member to treat an emergency (e.g. an known allergic reaction, seizure etc.), the Guardian(s) / Key contacts will be notified by telephone call and thereafter a note will be made in writing either via the sending of an email/text to the Guardian(s) / Key contacts or by making a written note of the initial phone conversation with the Guardian(s) / Key contacts, which will be placed on the student's file at Grange PPS).

Grange PPS will not maintain a record of medication use in circumstances where the medication is in the control and possession of the student.

The Principal will audit the Medication Log at least once per school year to ensure that the administration of the medication complies with the information on the most recent 'Request for Administration of Medication – Information and Consent Form'.

8.3. Incident Report

An Incident Report as set out at Appendix 7 will be maintained such that after medication is administered, the student will be observed and an entry will be made in the Incident Report.

Grange PPS will not maintain a record of incident of adverse effects from medication use in circumstances where the medication is in the control and possession of the student.

The Principal will audit the Incident Report at least once per term and meet with the Guardian(s) / Key contacts / student over 18 years if they have concerns regarding the administration of the prescribed medication.

9. PROCEDURE FOR THE ADMINISTRATION OF MEDICATION

Administration of medication will be carried out in accordance with the student's Healthcare Plan located in Appendix 3.

If Grange PPS agrees to a request that medication is to be administered rectally, there must always be two members of staff present (preferably where at least one staff member is the same gender as the relevant student) when the medication is being administered.

Staff must be aware of how medication can react with food, fluids and/or other medication *e.g.* some medication must be taken with food, some cannot be taken with milk *etc.*

Staff must be aware of any potential adverse reactions that the student may have to the medication and how to handle such a situation. Any adverse reactions, except in circumstances where the medication is in the control and possession of the student, should be recorded in the Incident Report at Appendix 7.

If a medication is administered by a Grange PPS staff member and the student has a negative reaction, the Guardian(s) / Key contacts will be notified by telephone call / text message immediately. Depending on the severity of a reaction, emergency services may need to be called.

All medication must be administered using a measuring device such a spoon or cap, if applicable. Where such a measuring device is provided by the manufacturer, that is the device that is to be used by staff when administering the medication.

9.1 Emergency situation

In an emergency situation, the Principal and/or Grange PPS staff member will contact emergency services to obtain medical assistance as soon as possible. The Principal and/or a Grange PPS staff member will contact the student's Guardian(s) / Key contacts. Where medication is administered by a Grange PPS staff member to treat an emergency (e.g. an allergic reaction, seizure etc.), the Guardian(s) / Key contacts will be notified by telephone call and thereafter a note will be made in writing either via the sending of an email/text to the Guardian(s) / Key contacts or by making a written note of the initial phone conversation with the Guardian(s) / Key contacts, which will be placed on the student's file at Grange PPS).

9.2 Out-of-school activities

9.2.1. School trips

If a student requires the administration of prescribed medication during a school trip, Grange PPS must have received a completed 'Request for Administration of Medication – Information and Consent Form' and an "Administration of medication in Grange Post Primary School – Indemnity Form', in advance of the trip.

Where prescribed medication is required during a school trip, it should be in the student's possession if this is normal practice. If this is not possible, a member of Grange PPS staff may volunteer to carry the medication, but s/he cannot be directed to carry the medication. Where a member of Grange PPS staff have not volunteered to carry the medication, the Guardian(s) / Key contact may be requested to be present during the school trip to carry the medication.

Guardian(s) / students over 18 years should inform staff in writing if the student requires medication as a travel sickness remedy. Such medication should be in the student's possession and self-administered if possible.

9.2.2. Clubs / sport events

Often a member of Grange PPS staff will be in charge of clubs and sports events who is different to those who are the usual members of staff responsible for administering medication to the relevant student. Therefore, it is essential that all staff members who come into contact with the student are informed of the student's medication requirement and the procedure if a medical emergency were to occur. For example, if the student participates in school sports, it is important that the coach is informed of the student's medication requirement and the procedure if a medical emergency were to occur. If an emergency occurs involving a student, a member of Grange PPS staff who is in charge of clubs and sports events must inform the Principal that such an emergency occurred as soon as possible.

9.2.3. After school clubs

Often a member of Grange PPS staff will be in charge of after school clubs who is different to those who are the usual members of staff responsible for administering medication to the relevant student. Therefore, it is essential that all staff members who come into contact with the student are informed of the student's medication requirement and the procedure if a medical emergency were to occur.

9.2.4. Travel to and from school

If a student travels to and from school using school transport, it may be appropriate to consider who should have the medication in their possession, especially where the medication may be required in an emergency. The Principal should discuss with the Guardian(s) / Key contact in advance of a decision being made.

Persons who may have the medication in their possession include; the student (if possible), a staff member (if available) or a bus escort (if available). It is best to ensure that the person in possession of the medication is trained and willing to administer the medication in an emergency situation. Where a staff member or driver of the school transport has not volunteered to carry the medication, alternative arrangements will be discussed with the Guardian(s) / Key contact.

10. POLICY REVIEW

This policy will be reviewed every three years, but prior to this deadline if any of the following occurs:

- Feedback indicates that any aspect of the policy is causing undue distress to a student or any other member of the school community.
- There is a change in legislation, or in the advice or guidance issued from the Department of Education, the Department of Health or other statutory body, support agencies / associations / societies for sufferers of relevant chronic medication conditions, ETB insurers or on foot of legal advice.
- Medical incident(s) warranting a change in policy into the future.
- The admission to Grange PPS of a student with significant medical conditions.

Appendix 1. REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATION – INFORMATION & CONSENT FORM



REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATION – INFORMATION & CONSENT FORM

This Form and accompanying documentation should be sent to:	For office use only
Grange Post Primary School Grange, Co. Sligo, F91 F722	Date received: ____/____/____ School Stamp:

Please ensure that you attach the following documents to this form:

- ☐ A prescription from a medical practitioner which must include both;
 - (i) details of the medical dose &
 - (ii) details of the circumstances when the medication should be administered.
- ☐ Confirmation from a medical practitioner in writing that a non-medical person may administer / supervise the administration of such medication.

Please complete all sections of the following application using BLOCK CAPITALS	
SECTION 1 – STUDENT DETAILS	
<i>Details of the person to whom this information and consent form relates.</i>	
First Name:	

Middle Name:	
Surname:	
Date of birth:	

SECTION 2 – STUDENT’S MEDICATION REQUIREMENTS	
<i>Medical details of the person to whom this information and consent form relates.</i>	
Name of Medication:	
Dosage of Medication:	
Medical condition for which medication is required:	
Under what circumstances should medication be given to, or withheld from, the student at school?	
Is the student to be responsible for taking the prescribed medication him/herself?	
Route / method of administration, e.g. oral (by mouth), topical (rub in), inhale, injection, including site location on body, rectal:	
Frequency of medication:	

Medication effective from:	___/___/_____
Medication effective to:	___/___/_____
Specific storage requirements for the medication:	
Known allergies:	
Other medication being taken:	
Any other relevant information, e.g. side effects, potential adverse reaction, precautions:	

SECTION 3 – STUDENT’S EMERGENCY CONTACT INFORMATION (MEDICAL & PERSONAL)	
<i>Details of the person to whom this information and consent form relates.</i>	
GP name:	
GP telephone number:	
Pharmacy name:	
Pharmacy telephone number:	
1ST Emergency Contact	First Name:
	Surname:
	Phone Number:
2nd Emergency Contact	First Name:
	Surname:
	Phone Number:

Consent / Confirmation

Where the student is under 18 years and self-administration is appropriate, I / We, as Guardian(s) of the above student, consent to the student's self-administration of the medication set out above (please tick as applicable): ☐ Yes ☐ No

Where the student is 18 years or over and self-administration is appropriate, I, the above student, confirm that the above information is correct and that I will self-administer the medication set out above (please tick as applicable): ☐ Yes ☐ No

I authorise the administration / supervision (please cross-out as applicable) of medication by authorised Grange PPS staff in the dosage amount to the student in accordance with the information provided above and under the circumstances set out in this form.

I understand that the information about my / the student's medical condition and treatment will be shared with relevant Grange PPS staff and medical personnel as necessary. I also consent to the disclosure of this information to appropriate medical practitioner(s) and relevant insurers as may also be required, in line with the ETB's Data Protection Policy.

Signed: _____ Date: _____

(First Guardian's Signature)

First Guardian's name (BLOCK CAPITALS): _____

Signed: _____ Date: _____

(Second Guardian's Signature, if applicable)

Second Guardian's name, if applicable (BLOCK CAPITALS): _____

Signed: _____ Date: _____

(Student over 18 years old)

Student's name (BLOCK CAPITALS): _____

DATA PRIVACY NOTICE

MSLETB is a data controller under the General Data Protection Regulations and the Data Protection Acts 1988 - 2018. The Data Protection Officer for MSLETB is Celina Leonard and can be contacted at dataprotection@msletb.ie.

The personal data provided on this Authority Form and in the accompanying Healthcare Plan is processed for the purpose of assisting with the student's medical needs, which is a task carried out based on the consent of the student over 18 years/Guardian(s), in the vital interests of the student and pursuant to various statutory duties to which MSLETB is subject. The processing of the personal data supplied on this Application Form is therefore carried out in line with Article 6(a), (c) and(d) of the General Data Protection Regulation.

Failure to provide the requested information will result in the ETB being unable to provide assistance with the student's medical condition.

While the information provided will generally be treated as private to MSLETB and will be collected and used in compliance with the Data Protection Acts 1988 – 2018, there may be occasions when it may be necessary for us to share the personal data with other bodies (including our relevant insurers, the Department of Education, emergency services or medical practitioners, the National Educational Welfare Board, the National Council for Special Education, any Special Education Needs Organiser, the National Educational Psychological Service. We rely on students over 18 years/ Guardian(s) to provide us with accurate and complete information and to update us in relation to any change in the information provided.

The personal data provided in this Authority Form and in the accompanying Healthcare Plan will be kept for 7 years from the date on which the student completes his/her education with MSLETB, unless there is a statutory requirement to retain some or all elements of the data for a further period or indefinitely, in line with MSLETB's Data Retention Policy, which can be found at www.msletb.ie.

A copy of the full MSLETB Data Protection Policy is available at www.msletb.ie. Any person who provides personal data through this Authority Form and in the accompanying Healthcare Plan has a right to request access to that data. S/he also has a right to request the changing of any information if it is factually incorrect. A request for erasure of the data can also be made by or on behalf of the data subject but this will only be acceded to where the data is no longer necessary for the purpose for which it was collected and where MSLETB does not have a legal basis for retaining it.

If you as a data subject, or as Guardian of a data subject, have any complaints regarding the processing of your personal data, you have the right to lodge a complaint with the Data Protection Commission.

Appendix 2. ADMINISTRATION OF MEDICATION IN GRANGE POST PRIMARY SCHOOL – INDEMNITY FORM

ADMINISTRATION OF MEDICATION IN GRANGE POST PRIMARY SCHOOL – INDEMNITY FORM

THIS INDEMNITY made the _____ day of _____ 20_____
BETWEEN [_____ (Guardian(s)) of
_____ (hereinafter called 'the Guardians')] OR
[_____ (student over 18 years)
hereinafter called 'the student'] of the one part AND for and on behalf of Mayo, Sligo and Leitrim
Education and Training Board (MSLETB), as administrators, patron and corporate body of Grange
Post Primary School, of the other part.

WHEREAS:

1. The Guardian(s) is/are respectively the person(s) legally entitled and obliged to fulfil the parental rights and duties in relation to the upbringing and care of _____, a student of the above Grange PPS.
2. The student presents, on an ongoing basis, with the condition known as:

3. The student may, while attending the said Grange PPS require the administration of medication, namely

Name of Medication and Condition
4. The Guardian(s)/ student over 18 years authorises administration of the said medication by the authorised Grange PPS staff, as may from time to time be available.

NOW IT IS HEREBY AGREED by the Guardian(s) hereto as follows:

In consideration of the ETB entering into the within Indemnity Agreement, the lawful Guardian(s) of the said student and/or the student over 18 years HEREBY ACKNOWLEDGES that the ETB, its servants and agents, including but not limited to the said Principal, staff, and students of the said Grange PPS, can only endeavour to act in accordance with the extent to which they are informed and the Guardian(s) / student over 18 years AGREE(S) to indemnify and keep indemnified the ETB, its servants and agents including but not limited to the said Principal, staff, and students of the said Grange PPS, 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 medications.

Student Name (BLOCK CAPITALS): _____

Signed: _____

Guardian / student over 18 years signature

Signed: _____

Second Guardian, if applicable signature

Appendix 3. HEALTHCARE PLAN

HEALTH CARE PLAN

<u>Student Information</u>		
School Name: Grange Post Primary School		
Name of student:		
Class / Year:		
Date of Birth:		
Name of sibling(s) in the school:		
<u>Contact Information</u>		
Student's address:		
Name of family / emergency contact	Telephone number of family / emergency contact	Contact's relationship to student
1.		
2.		
3.		
GP name	GP telephone number	Address of GP surgery
Pharmacy Name	Pharmacy telephone number	Address of pharmacy
Details of student's condition(s) / allergies		
Signs and symptoms		
Triggers or things that make the condition(s) / allergies worse		

Routine healthcare requirements during school hours	
Regular prescription medication taken during school hours	
Emergency medication – please provide details including dosage	
Activities – any special considerations?	
Any other information relevant to healthcare?	
Confirmation by Guardian / student over 18 years	I confirm that I have completed and signed the ‘Authority for Administration of Prescription Medication – Information & Consent Form’, read the Data Privacy Statement and the ‘Administration of medications in Grange Post Primary School – Indemnity Form’ and understand that this Healthcare Plan cannot be implemented until both forms have been completed and signed as required.
Signature of Guardian / student over 18 years	
Print name	
Date	

Appendix 4. EMERGENCY PLAN

EMERGENCY PLAN

Student Information		
School Name: Grange Post Primary School		
Name of student:		
Class / Year:		
Date of Birth:		
Name of sibling(s) in the school:		
Contact Information		
Student's address:		
Family / Emergency contact	Contact's telephone number	Contact's relationship to student
1.		
2.		
3.		
GP name	GP telephone number	Address of GP surgery
Pharmacy Name	Pharmacy telephone number	Address of pharmacy
Details of student's condition(s) / allergies		
Signs and symptoms		
Triggers or things that make the condition(s) / allergies worse		
Emergency medication – please provide details including dosage		

Any other information relevant to emergency healthcare?	
Confirmation by Guardian / student over 18 years	I confirm that I have completed and signed the 'Authority for Administration of Prescription Medication – Information & Consent Form', read the Data Privacy Statement and the 'Administration of medications in Grange Post Primary School – Indemnity Form' and understand that this Emergency Plan cannot be implemented until both forms have been completed and signed as required.
Signature of Guardian / student over 18 years	
Print name	
Date	

Appendix 5. REFERENCES

The IPB ‘Step by Step Guide to Managing Educational Institution Risk for Students with Medical Conditions or Disabilities’.

Managing Chronic Health Conditions at School– A resource pack for teachers and Guardians prepared by the Asthma Society of Ireland, Diabetes Federation Ireland, Brainwave the Irish Epilepsy Association and Anaphylaxis and the IPB Insurance Risk Management Guidance on Managing Students with Medical Conditions and Disabilities (2013).

(Available at:

<https://www.into.ie/app/uploads/2019/10/ManagingChronicHealthConditionsatSchoolResourcePack-1.pdf>)

Appendix 6. MEDICATION LOG

MEDICATION LOG

(This log is to be updated and maintained throughout the student's time at Grange PPS.)

Starting date of this record: ____/____/____

Student's name: _____

Student's date of birth: ____/____/____

Each time medication is to be administered, you must first:

- Confirm the student's identity,
- Check that the Guardian's written consent has been obtained (if applicable),
- Check when medicine was last given to the student,
- Check the administration instructions, including the name of the medication, the method and times for administration and the required dose,
- Check whether the medication is within date,
- Read the instructions leaflet accompanying each medicine, and
- Be aware of any possible side effects.

Signature of person who administered medication	Signature of witness (where applicable)	Name of Medication	Dosage	Date	Time	Any other notes

Appendix 7. INCIDENT REPORT

INCIDENT REPORT

(This is a record of adverse/allergic reactions to medication)

Starting date of this record: ____/____/____

Student's name: _____

Student's date of birth: ____/____/____

After each time medication is administered, you must:

- Observe the student for any adverse / allergic reactions to the medication.
- Return the medication to the appropriate storage.
- Dispose of the equipment used when administering the medication (if applicable)

Date	Time	Detail of incident (include the name of the medication as well as the date and time it was last administered)	Any action taken	Signature of person

ADMINISTRATION OF MEDICATION TRAINING

ADMINISTRATION OF MEDICATION TRAINING

Name of school: Grange Post Primary School

Name of staff member who attended training	Name of company providing the training	Title of the training	Was the training online?	Was the training in-person?	Date of training	Is the training certified?	For how long is this training valid?

Appendix 8. SAMPLE RISK ASSESSMENT ON ADMINISTRATION OF MEDICATION

Student's Name: _____

Date: _____

Year: _____

Review Dates: _____

Hazard	Risk	Risk Rating	Control Measures	Complete
Student has medical condition requiring daily medication and / or emergency medication.	Student forgets to take medication / staff are not aware of need.	Medium	Grange PPS is informed of requirement by Guardian(s) / student if over 18 years and Healthcare Plan is developed, and all relevant staff are aware of it.	
Student requires medication on a school outing.	Nature of outing could trigger necessity for emergency medication.	High	Healthcare Plan is consulted to identify potential triggers for medical conditions, such as length of trip, late night return, strobe lighting, lack of suitable food, <i>etc.</i>	

Appendix 9. ADDITIONAL RESOURCES

The following additional resources may be useful to Grange PPS:

- Clinical Design and Innovation Health Service Executive, [*Meeting the care needs of primary school children with type 1 diabetes during school hours*](#). This document includes Personal Pupil Plans depending on the age of the student.
- IFAN (Irish Food Allergy Network) [Schools - Irish Food Allergy Network](#). This website includes an action plan for a student with a food allergy.
- Asthma Society of Ireland, [Asthma Action Plan | Asthma Society of Ireland](#). This website includes an asthma action plan ([Asthma Action Plan | Asthma Society of Ireland](#)).
- If you think a student has been poisoned, you can contact the Public Poisons Information Line at 01 809 2166. The line is open 8am-10pm, every day. Outside these times, the GP or hospital or 999 / 112 can be contacted.