

St Anne's School



Administration of Medication Policy

Approved by Board of Management: 13th June 2024

Next Review date: June 2026

Signed: _____

(Chairperson of the Board of Management)



St Anne's Administration of Medication Policy

Table of Contents

Rationale	1
Aim.....	1
Procedures	2
1. Medication Kardex.....	2
2. Supplementary Feeds.....	2
3. Updating the Medication Kardex.....	2
4. Medication Storage.....	2
5. Administration of Medication	2
6. Change in Medication	2
7. Antibiotics.....	3
8. School Transport – Procedures for Safe Storage of Medication on School Buses.....	3
References	3

Rationale

St Annes School has a duty of care to all its pupils and staff to:

- Provide a framework within which all medicines may be stored, administered, and recorded in a safe manner.
- Minimise health and infection risks to children and staff on the school premises.

Aim

This policy aims to set out:

- Clear guidance regarding the safe administration, recording, and storage of medication in the school.
- Procedures for supplementary feeding in the school.

This policy should be read in conjunction with the nursing policies of the school, which have been referenced at the end of this document.



St Anne's Administration of Medication Policy

Procedures

1. Medication Kardex

The family GP must sign the Medication Kardex (included with enrolment forms) stating all current medication (including P.R.N. drugs such as Calpol, Neurofen, and any prescribed ointments), the dosage, route, and time of administration.

Please note that the St Annes Medication Kardex must be used (see Appendix 1).

2. Supplementary Feeds

All supplementary feeds must be prescribed on the Pupil Medication Kardex, advising whether administered via P.E.G. or orally.

3. Updating the Medication Kardex

The Pupil's School Medication Kardex is updated every six months as per the Kare S.A.M. Policy 2023. It is the responsibility of the parent to ensure that the GP updates and signs the Kardex.

4. Medication Storage

All medication sent to school must be in the original container/boxes, clearly labeled by the pharmacy with dosage and times of administration, and correspond with the current Pupil Medication Kardex.

All medication is handed into the Nurse's office for safe storage in a locked press. The Nurse holds the key to this press (Kare S.A.M. Policy 2023).

The school does not allow any medication to be stored outside of the Nurse's office, in alignment with the school's substance abuse policy.

Exception: In cases where it is necessary for a student or staff member to keep emergency medications on their person (e.g., epipen, inhaler), this will be managed on a case-by-case basis, with arrangements agreed upon by the school nurses and management as appropriate.

5. Administration of Medication

The nurse cannot administer any medication, including prescribed, over-the-counter medication, supplementary feeding, or ointments, without the written up-to-date Pupil Medication Kardex.

6. Change in Medication

It is very important to notify the nursing staff of any change in medication taken at home so they can update the medical record.



St Anne's Administration of Medication Policy

7. Antibiotics

When your child is on an antibiotic, it is necessary to keep him/her at home for the first 24 hours they are on the medication, as during this stage they may still be infectious.

If, on returning to school after this period, your child is still on an antibiotic and it is necessary to administer this in school, a prescription will be required on the Pupil Medication Kardex. Please request this from your doctor at the visit. The nurses will provide you with a blank Medication Kardex upon request.

8. School Transport – Procedures for Safe Storage of Medication on School Buses

Local procedures for the safe sign-in and sign-out of medication required on school buses are in place, agreed upon between Kare as the employer of the bus escorts and the nursing team in alignment with requirements under this policy.

All medication must be handed in to the nurses by the bus escorts on arrival to/departure from school and signed in/out by the escort and a member of the nursing team.

The medication is stored securely in alignment with the procedures in this policy during the school day.

References

- Kare S.A.M. Policy 2023
- An Bord Altranais Code of Practice for Nurses
- Kare PEG Feeding Policy
- St Annes PEG Feeding Policy
- St Annes Diabetic Policy
- St Annes Epilepsy Policy

Review & Ratification

This policy was developed from a review of St Anne's school existing Administration of Medication Policy by the school nursing team in conjunction with the school Patron Kare's Safe Administration of Medication Policies and procedures for nursing staff.

This policy was adopted by the Board of Management on 13th June 2024.

This policy has been made available to school personnel and parents/guardians, is otherwise readily accessible to parents on request and via school website. A copy of this policy will be made available to the patron and to the Department if requested.



St Anne's Administration of Medication Policy

This policy and its implementation will be reviewed by the Board of Management once in every two school years or as necessary in the light of new advice and legislation. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: _____ Signed: _____
(Chairperson of Board of Management) (Principal)

Date: _____ Date: _____

Date of next review: _____



St Anne's Administration of Medication Policy

Appendix 1: Medication Kardex

KARDEX

St Anne's School 19277B

Pupil's Photo	Pupil's Name:	
	Date of Birth:	
	Parent(s)/Guardian(s)	
	Address:	
	Contact No:	

Doctors Signature:	
Doctors Stamp:	
Contact No(s):	
Medical Card No:	

Pupil's Medication Chart (To be completed by Doctor)						
DATE	MEDICATION	8AM	12-2PM	6PM	10PM	DOSAGE ROUTE DATE DISC SIGNED
A						
B						
C						
D						
E						
F						
G						
H						
I						
PRN Drugs Inc Calpol						
Allergies						

Note: Include Epistatas, Lorazepam & Stesiod Letters (Documents saved in medical file) & Medical Policy

St Anne's School Kardex.rev2024