

Seirbhís Iarscoil Medication Management

Comharchumann Forbartha an Leith Triúigh have updated their policies regarding the operation of the Afterschool Service. The following Medication Management Policy is available for review on our website www.cflt.ie and at Halla le Chéile.

The person in charge will have written permission from the parent/guardian to administer medicine. A student/voluntary worker has no permission ever to administer medicine to a child in the Afterschool Service. Staff will inform Management if a child is to be administered medicine.

The staff will hold a meeting with the parents/guardians of the child in question in order to acquaint themselves with regard to the medicine that is to be administered safely.

The staff will ensure that the following steps are in place before medicine is administered to a child:

- The “Permission Form to Administer Medicine/Medical Care in an Exceptional Case” will be signed by the parent/guardian.
- The full name of the child, the quantity of medicine to be administered at any one time, and the times the medicine is to be administered will be marked clearly on the medicine/box/bottle.
- The medicine will be prescribed by a doctor/physician.
- The medicine will be in its original bottle/box.
- The date on which the medicine was bottled/dispensed will be known.
- The expiry date of the medicine will be marked on the bottle/box.
- Written doctor’ 5 instructions must accompany any medicine that is being administered regularly like an inhaler or medical cream that do not have written instructions from the pharmacy on them. The relevant instructions and any special precautions on the written doctor’s note will give due regard to any side- effects that could occur. This should be brought up to date ever six months.
- It will be ensured that medicine will be administered in accordance with the written medical instructions.
- Specific instructions will be issued in relation to administering, storing and disposing of the medicine.
- The medicine will be in a bottle/box that a child is unable to open.
- It is to be ensured that the expiry date of the medicine has not elapsed.
- The staff will adhere to the cleanliness policy e.g. wash your hands, use a clean spoon etc.
- The medicine will be administered directly in accordance with the dates stated on the medicine bottle/box.
- Medicine that is out of date will be return to the parent for disposal
- The medicine will be administered in the presence of a witness.
- The Child will not be left unattended while taking the medicine.

- The medicine will be returned to the medicine cabinet under lock and key.
- All medicines should be secured with a lid that cannot be opened by a child, and be put under lock and key in a cabinet that a child cannot access.
- Should medicine be kept in a refrigerator, it is necessary to have it in a concealed container with “Medicine” marked clearly on it, and it should not be placed alongside food.
- Medicine should never be administered after its expiry date
- A form must be signed by the parent, the person administering the medication and the Witness.

Very important - parents must provide written details of medication that is being self- administered and kept by a child.

Parents are responsible to provide staff training on the safe administration of medication. Each medicine requires different doses and methods.

Log for Administering Medicine

The staff that is administering medicine will have to keep a record in the “Medicine Log Book”. One of the members of staff must ensure that a parent/guardian/carer completes and signs the “Permission Form to Administer Medicine/Medical Care in an Exceptional Case” when the child comes into the Afterschool Service at the start of the session so that the staff are certain of the time the medicine was last taken and again the parent/guardian/carer signs before the child leaves the service at the end of the Afterschool session so that the parent/guardian/carer is aware of the medicine taken by the child during the session.

Child that administer their own medication, staff will also record it in the Medicine Log Book.

In an Emergency Situation

During an emergency situation, staff at Afterschool Service will notify the parents/guardians of the situation and contact the emergency services if required.

If staff are unable to contact the parents/guardians, the staff member will contact the emergency services