

Policy on Administration of Medication

The principal teacher, following consultations with the teaching staff of the school and with the Parents' Association, drew up this policy.

The Board of Management requests parents/guardians to ensure that the principal be made aware in writing of any medical condition suffered by any children in the school.

Where children are suffering from life threatening conditions, parents/guardians should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.

In emergency situations qualified medical assistance will be secured at the earliest opportunity

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines. No teacher can be required to administer medicine or drugs to a pupil.

A teacher should not administer medication without the specific authorisation of the Board. The Board of Management will instruct any teacher so authorised.

Non-prescriptive medicines will neither be stored nor administered to pupils in school.

Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.

Prescribed medicines will not be administered in school without the written consent of parents/guardians and the specific authorisation of the Board of Management.

Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.

Parents/guardians of a pupil requiring regular medication during school hours should write to the Board of Management requesting that a member of staff be authorised to administer the medication in school. Request for administration of medication should be renewed at the beginning of each school year.

When administration of medication is necessary for a child during the school day the following procedure will be used:

Parents/guardians will write a letter to the Board of Management requesting administration of medication. This letter should contain the following

Child's full name and address

The name of the medication to be administered

The exact dosage and time of administration

Whether the child should be responsible for his/her own medication

The circumstances in which medication is to be given by the teacher and consent for it to be given

When the parent/guardian is to be notified and where s/he can be contacted

Signature of parent/guardian

It is the parent/guardian's responsibility to check each morning whether or not the authorized teacher is in school unless an alternative arrangement is made locally.

Where the Board of Management has given permission for the administration of medicine, parents/guardians are responsible for the provision of medication and should normally keep account to ensure that medication is available. The parent/guardian (preferably) should bring the smallest possible dosage to school with clear written instructions for administration, giving the name of the pupil. Medication should be brought to the Principal's office and will be kept in a safe place out of reach of pupils.

Changes to prescribed medication (or dosage or time of administration), should be notified immediately in writing to the principal by the parent/guardian with clear written instructions of the procedure to be followed in storing and administering the new medication.

Medication will be administered from the Principal's office. The medicine should be self-administered if possible, under the supervision of an authorised member of staff. Another member of staff will

witness the administration of medicine. A written record of the date and time of administration signed by the authorised member of staff and countersigned by the witness will be kept in the office.

Parents/guardians are required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.

Parents/guardians should ensure that these procedures are clearly understood before submitting any request to the Board of Management

This policy was reviewed and adopted by the Board of Management at its meeting of 26/06/2018

Date of policy review: June 2020

Signed: _____

Date: _____

Chairperson of Board of Management

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