



Administration **of Medicine** **Policy.**



Administration of Medicine Policy.

This policy is formulated in accordance with guidelines issued by the Primary Schools' Managerial Bodies and the Irish National Teachers' Organisation.

Introduction

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 medication.

The Board of Management requests parents to ensure that the staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical condition at a later date.

Medication in this policy refers to medicines, tablets and sprays by mouth only.

Policy content

1. Procedure to be followed by parents who require the administration of medication for their children

- The parent/guardian should write to the Board of Management requesting The Board to authorise staff members to administer the medication or to monitor self-administration of the medication
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication
- Parents are responsible for ensuring that the medication is delivered to the school office and handed over to a responsible adult and for ensuring that an adequate supply is available
- Parents are further required to indemnify in writing, The Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly
- Changes in the prescribed medication (or dosage) should be notified in writing, immediately, to the school with clear written instructions of the procedure to be followed in storing and administering the new medication
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.



2. Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise staff members to administer medication to a pupil or to monitor the self-administration by a pupil
- The Board will ensure that the authorised persons are properly instructed on how to administer the medicine
- The Board shall seek an indemnity in writing from the parents/guardians in respect of liability that may arise regarding the administration of the medicine
- The Board shall inform the school insurers accordingly
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

3. Responsibility of staff members

- No staff member can be obliged to administer medication to a pupil
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe
- Written instructions on the administration of the medication must be provided
- Medication must not be administered without the prior authorisation of the Board of Management
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent
- A written record of the date and time of administration will be kept
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity
- Parents should be contacted should any questions or emergencies arise.

This policy was ratified on:

Colm Ó Gallchóir

Chairperson, Board of Management

Emer Rose

Principal



Appendix 1

Medical Condition and Administration of Medicines

Child's name: _____

Address: _____

Date of birth: _____

Emergency Contacts:

1) Name: _____ Phone No.: _____

2) Name: _____ Phone No.: _____

3) Name: _____ Phone No.: _____

4) Name: _____ Phone No.: _____

Child's Doctor: _____ Phone No.: _____

Medical Condition: _____

Prescription details: _____

Storage details: _____

Dosage required: _____

Is the child to be responsible for taking the prescription him/herself? _____

What action is required? _____

I/We request that the Board of Management of The Commons N.S. authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child. I/We understand that we must inform the school/teacher of any changes of medicine/dose in writing and that we must inform the class teacher at the beginning of each school year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify The Board from any liability that may arise from the administration of the medication.

Parent

Date

Parent

Date



Appendix 2

Emergency Procedures

In the event of _____ displaying any symptoms of his/her medical difficulty, the following procedures should be followed:

Symptoms:

Procedures:

In an emergency:

Dial 112 or 999 for the emergency services and then try to contact parents/guardians.



Appendix 3

Administration of Medicines in School Indemnity

This indemnity made on the _____ day of _____ 20____ between
_____ (lawful parent/guardian) of _____

(herein after called 'the parents/guardians')

AND

_____ for and on behalf of the Board of Management of The
Commons N.S.

N.S. in the County of Donegal (herein after called 'The Board').

Whereas:

1. The parents/guardians are respectively the lawful father and mother of
_____, a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition known as,
_____.
3. The pupil may, while attending the said school, require, in emergency circumstances
the administration of medication viz. _____.
4. The parents have agreed that the said medication may in emergency circumstances,
be administered by the said pupil's classroom teacher and/or other such members of
staff of the said school as may be designated from time to time by The Board.

Now it is hereby agreed by and between the parties here to follow:

- a. In consideration of The Board entering into this Agreement, the parents/guardians,
as the lawful father, mother or legal guardian respectively of the said pupil HEREBY
AGREE to indemnify and keep indemnified The Board, its servants and agents
including without prejudice to the generality the said pupil's class teacher and/or the
principal of the said school from and against all claims, both present and future
arising from the administration or failure to administer the said medicines.

Parent/Guardian

Date

On behalf of The Board

Date

[illegible]



Signed _____ Date:

Chairperson, Board of Management

Signed _____ Date:

Principal/Secretary to the Board of Management