

Administration of Medicines Policy

Rationale

The administration of medicine is the responsibility of parents/carers. School staff have a professional and legal duty to safeguard the health and safety of pupils. They will endeavour to do all they can to enable children to gain the maximum benefit from their education and to participate as fully as possible in school life. Children have a right to be educated and should not be excluded purely as a result of requiring medication.

The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition affecting their child.

- Non-prescriptive medicines will neither be stored nor administered to pupils in school.
- Under no circumstances should any medication be placed in a child's schoolbag or lunchbox.
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- In the case of epipens, an extra pen for each pupil will be stored in the school's office.
- Certain medicines, such as inhalers used by asthmatic children must be readily accessible at all times of the school day.
- The medicine should be self-administered if possible, under the supervision of an authorised adult.
- A written record of the date and time of administration must be kept.
- Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school.
- Parents 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
 - Signature of Parent/Guardian

Where there are changes in dosage or time of administration, parent/guardian or other person designated by the parent/guardian, should write a letter requesting these changes.

- Parents are further 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 schools insurers accordingly.

- Where children are suffering from life threatening conditions, parents 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.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.
- A request for administration of medication should be received at the beginning of each school year.
- A teacher should not administer medication without the specific authorisation of the Board.
- No teacher can be required to administer medicine or drugs to a pupil.
- In emergency situations, qualified medical assistance will be secured at the earliest opportunity.

This policy is open to review by the Board of Management.

Ratified and signed on behalf of the Board of Management of St. Mochta's National School.

20th May 2019

Tony Rock
Chairperson

Margaret O'Boyce
Acting Principal

Date