



## Scoil Náisiúnta Tobair Eoin Baisde

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### **ADMINISTRATION OF MEDICATION 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 staff members are made aware in writing of any medical condition of their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to long-term medicines, tablets and sprays administered by mouth only. It does not refer to short-term prescriptions or emergency medication. Epi-pens are considered under the heading of emergency medication and full instructions are required for their use and storage. Inhalers for mild asthma are generally self administered by the child. These should not be kept in schoolbags but handed to the class teacher for safe-keeping.

Johnswell National School follows the guidelines set out in the 'Managing Chronic Health Conditions in Schools' Resource pack when dealing with Asthma, Diabetes, Epilepsy and Anaphylaxis.

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.

#### **Policy Content**

##### **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 a staff member to administer the medication or to monitor self-administration of the medication.
- Parents are required to provide written instructions, on the accompanying form, 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 with a pharmacist's label and instructions as prescribed. This should be handed over to a responsible adult. They are also responsible for ensuring that an adequate and in-date supply is available.

- Parents are further required to indemnify 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 prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication. A copy of the revised prescription should be provided to the Board.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

### **Procedures to be followed by the Board of Management**

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil in the presence of another member of staff. A log of such administrations will be kept.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents 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.

### **Responsibilities of Staff Members**

- No staff member can be required 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 specific 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/log 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.

### **Policy Review**

This Policy was initially drafted and introduced in 2012. It was reviewed and amended by the school management team in April 2019. It will continue to be reviewed periodically and amended as required.

### **Communication of the Administration of Medication Policy to the school community**

- This policy will be presented to any parent who requests the aid of the school in administering medication to a pupil.
- A copy of the policy is made available to school personnel and to the Parents' Association
- The policy is readily available to any parent on request

This policy was adopted by the Board of Management on

<sup>11/6</sup>  
8/11/2019 (date)

Signed: [Signature] (Chairperson of Board of Management)

Signed: Geraldine Patterson (Principal)

This policy was reviewed and ratified by the Board of Management on \_\_\_\_\_ (date)

Signed: \_\_\_\_\_ (Chairperson of Board of Management)

Signed: \_\_\_\_\_ (Principal)

This policy was reviewed and ratified by the Board of Management on \_\_\_\_\_ (date)

Signed: \_\_\_\_\_ (Chairperson of Board of Management)

Signed: \_\_\_\_\_ (Principal)

This policy was reviewed and ratified by the Board of Management on \_\_\_\_\_ (date)

Signed: \_\_\_\_\_ (Chairperson of Board of Management)

Signed: \_\_\_\_\_ (Principal)

**Administration of Medication**

I \_\_\_\_\_ (parent/guardian) hereby authorise

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(teacher/SNA/other) to administer medicine to my child

I accept responsibility for safe delivery of the medicine to the school and ensuring an adequate supply.

I also accept responsibility for notifying the school of any changes in dosage or procedure to be followed.

I understand that \_\_\_\_\_ (name of school), the Board of

Management of \_\_\_\_\_ and the authorised members of staff will

accept no responsibility in respect of liability that may arise regarding the administration of the medicine.

**Procedure to be followed in administering the medicine:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ (parent/guardian)

Signed \_\_\_\_\_ (parent/guardian)

Signed \_\_\_\_\_ (authorised staff member)

Signed \_\_\_\_\_ (Principal)

Date \_\_\_\_\_