



Administering/ Supervision of Medication Policy

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. No teacher can be required to administer medicine or drugs to a pupil.

Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management. Where possible, prescriptive medicines should be administered at home.

The Board of Management requests parents to ensure that teachers be made aware in writing, of any medical condition suffered by any children in their class.

Introduction:

An administration of Medication Policy has been in existence in the school since April 2012. The policy was drafted through a collaborative school process and was ratified by the Board of Management on April 30th 2012

Rationale:

The policy was put in place to:

- Safeguard school staff that are willing to administer medication.
- Ensure the strictest guidelines are in place and that clear instructions are available to staff.
- Protect against possible litigation.

Aims of this Policy:

The aims and objectives of this policy are as follows:

- Minimise health risks to children and staff on the school premises.
- Fulfill the duty of the Board of Management in relation to Health and Safety requirements.
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents / guardians.

In – School procedures:

- A teacher / staff member should not administer medication without the specific authorisation of the Board.
- Parents of a pupil requiring regular medication during school hours should: **1) write** to the Board to authorise a member of staff to administer the medication in school **and 2) make** an appointment with the school principal, class teacher of the child, S.N.A. if the child has been allocated access to one and one other designated teacher, in the same class band, to discuss the needs of the child in relation to their medication and to complete the form attached, which provides the Board of Management and the school, with written details on the following: 1: Name of child; 2: Reason for medication 3: Name and dose of medication 4: Times for the medication to be taken 5: Duration medication is to be taken for 6: Storage of medication 7: Transportation of/collection of medication 8: whether the child should be responsible for his/her own medication; 9: possible side effects of the medication 10: Possible training needed 11: The circumstances in which medication

is to be given by the teacher and consent for it to be given; 12; When the parent is to be notified and where s/he can be contacted.

- All of the above information will be documented on a form by the principal and will be kept with the medication. Another copy will be filed and stored in the secretary's office.
- Appendix 2 will be filled in by the teacher administering the medication and kept with the medication. The teacher will also enter these details into the Medication Book stored in the office.
- Where permission has been given by the Board of Management for the administration of medication, the smallest possible dose should be brought to school by the parent, clearly labelled with the name of the child, class, name of medication, dosage and time to be administered and handed to the class teacher first thing in the morning.
- Medication should be transported to school by the parent or an appointed adult.
- Medication will be kept securely either in the child's classroom or in the office, as needs demand.
- The records of current medication administered should be kept with or close to, the medicine. (either in the child's classroom or the office depending on the need for quick access)
- Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- For any school related tours and trips, the class Teacher will be responsible for the transport of necessary prescribed medication and the record form. As stated below, the medicine should be self administered by the child, under the supervision of the teacher, where possible.
- The medicine should be self – administered if possible, under the supervision of a responsible adult.(taking into account the age and needs if any, of the child)
- **A child should not bring medication to school and self-administer without the supervision of an appointed adult.**
- Two people should be present, if possible, when medication is to be administered.
- Should a class teacher be absent, the designated teacher, will administer the medication on that day.

- The principal should have a list of class teachers who are administering medication in a given year, displayed in his/her office and refer to it daily in case of teacher absences.
- A written record of the time and date of administration must be kept and signed by the person administering the medication.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity. An accident and Emergency Consent form must be completed by each parent on the enrolment of their child. Where parents do not consent, teachers will be made aware of names, at the September staff meeting.
- 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.
- 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.

Parents are further required to indemnify the Board of Management, and authorised members of staff, in writing, 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 should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

Review

This policy will be reviewed annually, in September, or before, if the need arises.

_____ *Fr. Pat Dalton* _____

(Chairperson, Board of management)