



**Administration of
Medication
Policy**

Administration of Medication to Pupils

Pupil health and safety is of prime concern to us and it is essential that parents and teachers work together for the good of the child in this regard.

Medical Information

It is important that the school is aware of any medical condition that may affect your child during the school day. This may include information on allergies, epileptic seizures etc. In the case of a child becoming ill at school, parents/ guardians will be contacted. Please make sure you have filled out and sent an Emergency Contact Information Form to the school.

Administration of Medicines

You are required to complete the form detailing any medical information that may affect your child while at school. The Board of Management requires that parents inform their child's teacher in writing of any medical condition their child may have. It is the parent's/ guardian's responsibility to notify subsequent teachers. 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.

Under normal circumstances* no oral medicine or tablets will be administered by the staff. This includes medicines which have been prescribed by your own doctor for your child. If your child is ill enough to require medicine while in school, please keep him/ her at home until the treatment is completed.

Children are not permitted to keep medication in their own possession. Parents/ guardians may think it appropriate on certain occasions for older children to bring medicines into school (e.g. inhaler). The class teacher will keep it for the duration of the day. It is the responsibility of the child to remind the teacher when he/ she needs the inhaler. The child should only carry the quantity needed for the school day. Where children carry inhalers, they should be competent to self-administer.

****Procedure for parents of children with long term illness requiring administration of medicine within school hours e.g. diabetes, severe allergies.***

In the event of a child requiring taking medicines while in the care of the school, the following procedures will apply:

Parents write to the Board of Management requesting permission for the administration of medicine during the school day outlining the procedure involved. Where children are suffering from life threatening conditions, parents should outline clearly, in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.

Written details should include the name of the child, name and exact dosage of medication, whether the child should be responsible for his/ her medication, the circumstances in which medication is to be given by the teacher and consent for it to be given, name of doctor to be

contacted in emergency, when the parent/ guardian is to be notified and where he/ she can be contacted, parent/ guardians signature.

Two members of staff are needed in order to administer medicine (in the case of absence). Staffs are not obliged to undertake these responsibilities and teachers should not administer prescribed medication without specific authorisation of the Board. Should staff agree to administer same, the 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 the school. The Board will inform the school's insurers accordingly. In as far as possible children should self-administer. A written record of the date and time of administration must be kept. Staff training will be mandatory for those professionals involved.

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.

Parents/guardians are responsible for ensuring that adequate supplies of up-to-date medicines are available. The medicines will be kept out of reach of pupils in the school.

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. Request for administration of medication should be renewed at the beginning of each school year.

Emergency Procedure

Where a child has become acutely unwell, parents will be contacted and medical assistance will be sought if necessary.

Reporting Accidents in the School

General incidents will be reported to the class teacher. Incidents of a more serious nature will be recorded in the incident book. An accident report form will be filed where medical intervention is required.

Approved and Ratified by

Date: _____

Chairperson of the B.O.M.