



Kilsheelan NS
Kilsheelan, Clonmel, Co.Tipperary
Roll No: 18486F
www.kilsheelanns.com

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/ guardians to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment and when moving to a new class, or at the development of any medical conditions at a later date.

Medication in this policy refers to prescribed medicines only.

Policy Content

- 1. Procedure to be followed by parent/ guardians 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. (Appendix A)
 - Parents/ guardians are required to provide written instructions of the procedure to be followed in the administration of the medication. (Appendix A)
 - Parent/ guardians are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available. The expiry date is the responsibility of the parents/ guardians in the event of certain specific medicines being stored.
 - Parent/ guardians 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. (Appendix A)
 - 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.
 - Where children are suffering from life threatening conditions, parents/ guardians 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. (Appendix C)
 - Parents/ guardians are required to provide telephone numbers 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 a staff member/ members to administer medication to a pupil or to monitor the self-administration by a pupil.
- 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/guardians in respect of liability that may arise regarding the administration of the medicine .
- 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. 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 of the date and time of administration will be kept. (Appendix B)
- In emergency situations, staff should do no more that 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/guardians should be contacted should any questions or emergencies arise.

Review

This policy has been drafted in February 2021. This policy will be reviewed every three years or as the need arises as per DES guidelines and circulars.

Signed:  Date: 23/3/22
Chairperson Board of Management

Signed:  Date: 23/3/22
Principal

APPENDIX A

Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

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 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 the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each 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.

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____

APPENDIX B

Administration of Medicine Log

Administration of Medicine Log

Child's Name: _____

Teachers Name: _____

[illegible]

APPENDIX C

Emergency Procedures

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

Symptoms: _____

- Procedure:
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

***To include: Dial 999 and call emergency services.
Contact Parents***