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Policy on Administration of Medication

When administration of routine / minimum risk medication is necessary for a child during the school day the following procedure will be used:

- Parents will write a letter to the Principal requesting administration of medication. The 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

- Parent's are responsible for the provision of medication and should normally keep account to ensure that medication is available.

- Medication will be kept in a safe place.

- Medication will be administered / taken with at least one member of staff present

- 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.

- Request for administration of medication should be renewed at the beginning of each term.

- In the case of more serious medical needs the school will follow the I.N.T.O Guidelines for Teachers and Administration of Medicines in School. See (Appendix A&B)

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Appendix A

Date:

This letter is to request the administration of medication to:

Child's Name: _____

Name of Medication: _____

Dosage: _____

Time: _____

Signature of Parent/Guardian: _____

Signature of Principal/Teacher: _____

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ADMINISTRATION OF MEDICATION POLICY

Appendix B

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 all staff members are made aware in writing of any medical condition suffered by 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 medicines, tablets and sprays administered by mouth only or other types of medication which the parents have agreed may be administered to the pupil in emergency situations.

Policy Content

1. 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 of the procedure to be followed in the administration and storing of the medication. (see Appendix A)
 - Parents 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.
 - 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.
 - 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.

- Parents are required to provide a telephone number 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 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 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.

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. (see Appendix 2)
- 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 should be contacted should any questions or emergencies arise.

Risk Assessment Section:

- **Child with Epilepsy;** In the event of a seizure lasting longer than 5 minutes the parents have requested that we administer 0.5ml of prescribed medication and call an ambulance.
- **Child with Diabetes;** In the event of an attack an epi-pen must be administered. Staff have received training to do so and waivers have been signed.

In the event of any other seizure parents are to be contacted to take the child home. A letter of indemnity has been signed in relation to this matter

Ratified by Board of Management on _____
Date

Signed _____
Chairperson, Board of Management

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Appendix C

ADMINISTRATION OF MEDICINES ON SCHOOLS INDEMNITY

THIS INDEMNITY made the _____ day of _____ BETWEEN

(lawful father and mother of _____) of

(hereinafter called ‘the parents’) of the One Part AND

For and on behalf of the Board of Management of

School situated at

In the County of _____ (hereinafter called ‘the Board’) in the Other Part.

WHEREAS:

- 1. The parents are respectively the lawful father and mother of _____, a pupil of the above school.**
- 2. The pupil suffers on an ongoing basis from the condition known as _____.**
- 3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medicine, viz.**
- 4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil’s classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.**

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

- a. In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil’s class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.**

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Parent / Guardian of: _____

Date: _____

Representative of Board of Management: _____

Date: _____

Witness: _____

Date: _____