

SCOIL NÁISIUNTA AILBHE



Feb '24

CAHERELLY NATIONAL SCHOOL

**ADMINISTRATION OF
MEDICINE
POLICY**

Ratified on (date):



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

Administration of Medicine 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 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. This policy is formulated in conjunction with and bears reference to our school's First Aid Policy, School Safeguarding Statement and Risk Assessment.

It is recognised that it is desirable for children with long term recurring health problems, such as asthma, epilepsy, diabetes and anaphylaxis to be accommodated within the school. This must be done through proper and clearly outlined procedures from medical professionals and parents must provide the maximum support and assistance in helping the school to accommodate the pupil. Confirmation must be obtained in writing from the medical practitioner responsible for the child before the school would agree to hold such medications in the school. (Appendix 1)

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 1)
- 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.

Procedures to be followed by the Board of Management

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, 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.

Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil. A teacher who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly and so every reasonable precaution must be taken
- 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 2)
- 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.

Responsibilities of Parents

Children are not permitted to have unprescribed medicine with them in school and teachers will only facilitate the administration of medicine as detailed below

When administration of medication is necessary for a child during the school day, parents must ensure the following:

Parents will write a letter to the Board of Management requesting administration of medication.

This 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 i.e. complete pharmacist instructions
- Signature of parent/guardian

The Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil.

- Medication should be sent to the Principal's office and will be kept in a safe place
- Medication will be administered from the Principal's office ONLY
- 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, complete with Pharmacist or GP instructions.
- Request for Administration of Medication Form should be renewed by the parent(s) at the beginning of each school year.
- A record of administration will be kept in the office.

In administering medication to pupils, teachers will exercise the standard of care of a reasonable and prudent parent.

The Board of Management will inform the school's insurers accordingly and will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.

Arrangements will be made by the Board of Management for the safe storage of medication. Procedures for the administration of medication in the event of the authorised teacher's absence will be put in place.

In emergencies teachers will do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment will be secured in emergencies at the earliest opportunity.

In general terms the Board of Management will request that parents ensure that teachers are made aware in writing of any medical condition suffered by any children in their class. An opportunity to do this is provided on the school registration form but parents must notify teacher/school of relevant information that subsequently comes to light post-enrolment.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only, or for life threatening conditions such as anaphylaxis or diabetes, injections may be required (See above).

Should an epipen need to be administered in our school an ambulance will be called. If deemed necessary, this phone call may be made prior to contacting parents.

In Case of emergency 112 or 999 should be contacted for the Emergency Services.

Ratified by Board of Management on 13/2/24 (Date)

Signed Bridget Teehan
Chairperson, Board of Management

Niamh M'Guinness (Principal)



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

Appendix 1

ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the ____ day of _____ 20 BETWEEN
 _____ / _____ (father/mother/guardian) of _____
 _____ of _____

(hereinafter called 'the parents") of the one part and X, Chairperson for and on behalf of the Board of Management of School X, address in the County of X (hereinafter called "The Board) of the other part.

WHEREAS:

1. The parents/guardians are respectively the lawful father/mother/guardians of a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition known as _____
3. The pupil may, while attending school, require, in emergency circumstances, the administration of medication, viz.

4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the pupils' classroom teacher and/or such other member of staff of the school as may be designated from time to time by the Board.

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/mother/guardians 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.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the parents in the presence of:

SIGNED AND SEALED by the Chairperson in the presence of:

Summary for Parents

Parents

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.

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.

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.

Staff Members

No staff member can be required to administer medication to a pupil.

Any staff member who is willing to administer medicines will do so under strictly controlled guidelines in the belief that the administration is safe.

Medication will 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.

In emergency situations, staff will 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.



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

Appendix 2



Caherelly National School

Scoil Náisiúnta Ailbhe



Grange, Kilmallock, Co. Limerick.

Please outline details of your child's medical condition

If an allergy please be specific about what or how a reaction is triggered

Describe the reaction to us that we should be aware of and list the prescribed medication to be given and how it should be administered.

Describe in detail the protocol to follow in case of a reaction/illness and who to contact if necessary

Please note all medicine should be presented in pharmacist's original package with original instructions re dosage printed on box and well in date of expiry date.

Parent/Guardian

Contact No :

If you want to add more details please elaborate:

On behalf of Caherelly NS

ADMINISTERING OF MEDICINE

		Place/Room:	Staff Room

Name	Medicine Name	Class	Parent Consent	Amount given	Administered by Staff Name	Date & Time

