

Clocha Rince NS



Administration of Medicines Policy

Introduction

This policy was developed by the school staff during the 2012/2013 school year. It was further developed and ratified at a Board of Management meeting on Thursday 20th June 2013.

Rationale

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. This policy statement sets out the procedures for requesting a member of staff to administer a medicine and the school procedure thereafter.

School Notification

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. The diseases/medical conditions for which notification must be provided to the school are listed in our 'Accident & Injury Policy'.

Parents must inform the school of any communicable disease of which their child presents.

Requesting the Administration of Medicine by School Staff.

- Parents of a pupil requiring regular medication during school hours should write to the school principal requesting authorisation for a member of staff to administer the medication in school.
- Written details are required from the parent/guardian stating the name of the child, name and dose of medication; whether the child should be responsible for his/her own medication; the circumstances in which medication is to be given by the teacher and consent for it to be given; when the parent is to be notified and where s/he can be contacted.
- 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.
- The school principal will process the application and will inform the parent/guardian if the school is in a position to administer the medicine.
- Parents are further 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 school. The Parent/s or Guardian/s will be required to complete an Indemnity Form in this regard. The Board of Management will inform the school's insurers accordingly.

- Where the application for the administration of medicine is sanctioned, 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.
- 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.

Administering the Medicine

- A written record of the date and time of administration must be kept in the teachers personal Diary.
- A teacher should not administer medication without the specific authorisation of the Board and only following specific instruction by the parent/guardian on how the medicine should be administered.
- No teacher can be required to administer medicine to a pupil.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- The medicine should be self-administered if possible , under the supervision of an authorised adult
- Staff must never administer any medicinal agent, with the exception of a sting and/burn spray/gel, or an antiseptic spray to a pupil unless such an action has been processed under the procedure outlined in this policy.

Storage of Medication

- All medication not stored by the pupil themselves will be stored in the secretary's office in a designated press.

Medi Alert

- Pupils who require the administration of a medicine may be posted on the Medi Alert Wall in the Staff room upon parental consent.
- The Medi Alert Wall will be reviewed by staff twice yearly at whole staff meetings.

Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management

Ratification and Review

This policy was ratified at a Board meeting on Thursday 20th June 2013. It will be further reviewed in Spring 2015.