



## Administration of Medicines Policy

While the Board of Management has a duty to safeguard the health and safety of pupils when they are at school, there is no obligation on staff to either administer medicines regularly or to supervise children taking them. However, if staff are willing it should not create a problem if the following procedures are followed:

### Enrolment Form:

Parents should give a brief description of any medical condition suffered by the child.

### Acceptance form:

Parents should give a more detailed description of the illness together with a copy of any relevant medical/psychological/psychiatric assessment reports. This information should be regularly updated in the yearly contact form.

### Children with long term health needs:

The family doctor should arrange for the administration of medicine outside of school hours if at all possible.

If this is not possible the parents should write to the BOM seeking authorisation for a member of staff to administer the medicine. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board. Non-prescriptive medicines will neither be stored nor administered to pupils. However, with written parental consent, pupils of 5<sup>th</sup> and 6<sup>th</sup> classes may self-administer non-prescriptive medicines e.g. paracetamol (the child should only bring the minimum dosage needed for that day).

### Parents are requested to supply the following information:

- Child's name and address
- Name of medication
- Dosage to be administered
- Time of administration
- If child can self-administer
- All contact phone numbers
- Name, address and phone number of GP or Physician
- Declaration of consent signed by father and mother if child lives with both parents and guardians.

The child should self-administer if possible under the supervision of a trained adult. If the child cannot self-administer, it is the responsibility of the parent/guardian to ensure that the correct dosage is provided.

The Board, having considered the matter, may authorise a staff member to administer medication to a pupil.

Staff will only administer medicine with the specific authorisation of the Board.

Medicines will be stored in the Teacher's Cupboard, unlocked and readily accessible at all times

If medicines have an expiry date, it is the responsibility of the parents / guardians to replace them.

#### Administration of medicines in emergency situations

Staff will, of course, always be prepared to help when an accident or emergency situation arises. Where staff have been given medicine to administer in cases of emergency, it should always be in the smallest dosage possible to ensure recovery until a medical expert arrives. At no time should an emergency dose be such that it could harm the child if inappropriately administered. Confirmation of this should be obtained in writing from parents before a school will agree to hold such life-saving medication in its care (see request form).

Where possible, epipen type injections should be used, all staff clearly instructed in its use, a written description of what can and can't be done in an emergency with particular reference to what may be a risk to the child.

Parents are further required to indemnify the BOM and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines. The Board will inform the school's insurers accordingly.

Changes in prescribed medication and/or dosage should be notified immediately with clear written instructions of the procedure to be followed in storing and administering the new medicine.

**Parents should ensure that these procedures are clearly understood before submitting any request to the BOM.**

Reviewed on 11th March 2019

Chairperson  
Mr. Tim Chillingworth  
Acting Chairperson Board of Management

This policy will be reviewed as and when necessary.