



## **Administration of Medication Policy 2016**

### **Introduction:**

An Administration of Medication policy has been in existence in the school since 2003. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management on April 2016.

### **Rationale:**

The policy as outlined was put in place to;

- a) Safeguard school staff that are willing to administer medication
- b) Ensure the strictest guidelines and controls are in place and that clear instructions are available to staff
- c) Protect against possible litigation

### **Relationship to School Ethos:**

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

### **Aims of this Policy:**

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises
- Fulfill the duty of the BoM in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

### **In –School Procedures:**

Parents are required to complete a Health/Medication form when enrolling their child/ren in the school. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of the teaching staff/staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines
- The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. No medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the First Aid Room if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage

### **Emergencies:**

In the event of an emergency, teachers should do no more than is 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.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.

**First Aid Boxes:**

A first aid box is kept in the First Aid Room containing recommended supplies. A medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

**Roles and Responsibilities:**

The BoM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Snas and school secretary sees to minor first aid duties during the lunch breaks. They are assisted when needed by the other staff.

**Ratification and Review:**

This policy was ratified by the BoM on 5<sup>th</sup> April 2016 It will be reviewed again in the event of incidents or on the enrolment of child/children with significant medical conditions.

**Appendix 1**

**Scoil Bhríde, Kill, Co. Kildare**  
**Authorisation to Administer Medication**

The Board of Management of Scoil Bhríde, Kill authorizes:

Teacher(s) / SNA (s) \_\_\_\_\_ of Scoil Bhríde

to administer medication as requested in writing by;

(name of Parent requesting)....., who has signed an indemnity form and given instructions as to the method of administration and the dosage.

Yours sincerely,

Mrs. Fiona Pakenham  
Chairperson Board of Management.

**Appendix 2**

**Scoil Bhríde, Kill, Co. Kildare**  
**Request for the Administration of Medication**

Name of Pupil:.....

Address Of Pupil:.....

Parent/Guardian Name:.....

F.A.O. Chairperson Board of Management, Scoil Bhríde, Kill, Co. Kildare.

Dear Chairperson,

I/We the undersigned request that the Board of Management of Scoil Bhríde, Kill, Co. Kildare authorise a teacher/ staff member to administer the following medication to the above named pupil.

Name of Medication:

Instructions for its use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We have signed a form that indemnifies the school from all claims, both present and future arising from the administration or failure to administer the said medication.

Signature Parent/ Guardian:

Date:

**Appendix 3** INDEMNITY

**THIS INDEMNITY** made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ between

(lawful father/mother/guardian of .....

Hereinafter called “the parents/guardians” of the One Part AND for and on behalf of the Board of Management situate at Scoil Bhríde , Kill in the county of Kildare (hereinafter called “the Board” of the Other Part)

Whereas:

- 1. The parents/guardians are the lawful father/mother/guardians of .....a pupil of the above school.
- 2. The pupil suffers on an ongoing basis from the condition known as.....
- 3. The pupil while attending the said school, may require, in emergency circumstances, the administration of medication, viz .....
- 4. The parents/guardians have agreed that the said medication may in emergency circumstances, be administered by the said pupil’s class 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 parties, 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, both present and future, arising from the administration or failure to administer the said medicines.

**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/guardians in the presence

of; \_\_\_\_\_

**SIGNED AND SEALED** by the said board in the presence

of; \_\_\_\_\_