

# **ST. MOCHULLA'S NS**



## **ADMINISTRATION OF MEDICINES POLICY**

## THE ADMINISTRATION OF MEDICINES IN ST MOCHULLA'S N.S.

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.

The Board of Management requests parents to ensure that teachers be made aware of in writing of any medical condition suffered by any children in their class.

1. Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
2. The medicines should not be kept by the pupil but in a locked cupboard out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
3. The medicine should be self-administered if possible, under the supervision of an authorised adult.
4. A written record of the date and time of administration must be kept by the authorised teacher.
5. A teacher should not administer medication without the specific authorisation of the Board.
6. No teacher can be required to administer medicine or drugs to a pupil.
7. In emergency situations qualified medical assistance will be secured at the earliest opportunity. The Board of Management would like to draw your attention to the following school policy: **"In the event of a child sustaining an injury during the school day or on a school related activity, which necessitates a visit to the doctor and the parent/guardian is not available to do same the teacher will bring the child to the doctor but the parent will be expected to meet the costs incurred"**
8. Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school.
9. Written details are required from the parent/guardian to the Board of Management giving 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 she/he can be contacted. It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.

10. Where children are suffering from serious medical conditions, parent 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. Enrolment policy – When children are being enrolled Parents are requested to furnish the school with any relevant information pertaining to the child's medical history.
11. Parents are further required to indemnify the Board of Management and authorised members of staff including S.N.A. respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
12. Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
13. Where permission has been given by the Board of Management for the administration of medicine. The medication should be brought to school, preferably by the parent on a daily basis.
14. 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.
15. Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

This policy will be reviewed as and when necessary.

Reviewed by The BOM September 2021

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**MEDICATION ADMINISTRATION FORM**

Please complete this **Medication Administration Form** and **Administration of Medicines in Schools Indemnity** and return to the school as soon as possible in order for it to be processed. These forms will be retained by the school. Please note the onus is on the parents/guardians to inform the school of any changes to the information outlined below. Parents/guardians must ensure medication is brought on out of school trips, swimming days, that medication is in date and that the authorised staff member(s) are in school.

**Name of Child:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Parents/Guardians:** \_\_\_\_\_

\_\_\_\_\_

**Medical Condition:** \_\_\_\_\_

**Symptoms:**

**Photo of Child:**

School will supply photo

**Medication/Dosage details:**

**How to Administer:**

**Emergency contact numbers:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Family Doctor:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**I wish to apply to the Board of Management for a willing and trained member of staff to administer medication to my child.**

**Signature of parent/guardian:**

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY FORM**

THIS INDEMNITY made the \_\_\_\_\_ day of 20 \_\_\_\_\_  
between \_\_\_\_\_ (lawful guardian of \_\_\_\_\_)  
of \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called 'the guardians') of the One Part and  
Brian Culloo for and on behalf of the Board of Management of ST. MOCHULLA'S NS, TULLA, CO. CLARE  
(hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The guardians are respectively the lawful guardians 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 medication  
\_\_\_\_\_
4. The guardians 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 guardians, as the 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, SNA 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 in the presence of:

\_\_\_\_\_

