



## **ADMINISTRATION OF MEDICATION POLICY**

### **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 prescribed medicines only.

### **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.

## **2. Procedures to be followed by the 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. All medications are stored (and locked) in the bottom drawer of the filing cabinet of each relevant classroom, with the exception of Glucogel, which is stored in the fridge in the main staffroom.

## **3. Responsibilities of Staff Members**

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

**Ratified by Board of Management on \_\_\_\_\_ 6th December 2021 \_\_\_\_\_**  
**Date**

**Signed \_\_\_\_\_**  
**Chairperson, Board of Management**

**Castaheany Educate Together National School**

**Ongar Village**

**Dublin 15**

Dear Parents / Guardians,

Please find enclosed our policy for the administration of medication to children during school hours.

As you are aware, we do not have any trained medical personnel on staff. Our Special Needs Assistants and teachers have agreed to administer necessary medication to a number of students with the approval of the Board of Management. We are concerned that we have full details of how this should be done.

Please have your doctor complete the attached Form 1 to give us full details of the medication prescribed for your child. It is also necessary to complete Form 2 seeking permission to administer the medication in school.

It is important to note that:

- 1 Only prescribed medication for long term medical conditions will be administered in school
- 2 Any changes in instructions should be notified in writing to the school
- 1 Parents are asked to ensure the safe delivery of medication to school staff directly. Please do not ask children to carry or deliver medication without discussing this with the principal
- 1 It is the responsibility of the parents to ensure the continuing supply of medication
- 1 Any medicines remaining at the end of the school year will be returned to parents.

If you have any queries in relation to this matter, please do not hesitate to contact us.

Yours Sincerely

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Principal.

Appendix 2: Parent request to Board of Management

**Request to Board of Management of *Castaheany Educate Together National School*.**

1. I / We, the parents / guardians of ..... ask the Board of Management of *Castaheany Educate Together National School* to allow a member of staff to give medication to my child .....
1. I enclose a letter from Dr. .... Stating:
  - (a) Why the medication is needed
  - (a) Name of medication
  - (a) Time the medication should be administered
  - (a) Dosage to be administered
1. Should there be any change in medication, I/we will write to the Board of Management before this change takes place to notify them of same
1. I /We understand that the school's insurers will be notified of this arrangement
1. I/We indemnify the Board of Management in respect of any liability that may arise regarding the administration of the medication

Signed: ..... Signed: .....

Parent / Guardian

Parent / Guardian

Date:.....

Date:.....

Appendix 3: Form 1

**Castaheany Educate Together National School**

**Ongar Village**

**Dublin 15**

Dear Doctor,

The Board of Management of Castaheany Educate Together National School requests that the information required below be provided relating to medication which is administered to students during school hours.

The parents /guardians of ..... have been asked to return the information to the school and to advise of any changes to this regime in the future.

Many thanks for your co-operation in this matter.

Yours Sincerely

\_\_\_\_\_

Principal.

Name of Student:.....

Name of Medication: .....

Why is this medication required?

.....

Time medication should be administered: .....

Dosage to be administered: .....

Additional Information

(eg. to be taken before/after meals, with food, etc)

.....

Signed: .....

Date: .....

Appendix 4: Indemnity Form

ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY FORM THIS

INDEMNITY made the \_\_\_\_\_ day of 20 \_\_

BETWEEN \_\_\_\_\_ (lawful father and mother of  
\_\_\_\_\_ )

of \_\_\_\_\_

\_\_\_\_\_ (hereinafter called 'the parents') of

the One Part AND

\_\_\_\_\_ for and on behalf of the Board of Management of Castaheany Educate

Together National School, Ongar Village, Dublin 15 (hereinafter called 'the Board') of the Other  
Part.

WHEREAS:

1. The parents are respectively the lawful father and mother 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 parents 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:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother 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

in the presence of: \_\_\_\_\_

SIGNED AND SEALED by the said

in the presence of: \_\_\_\_\_





