

**St. Mary's National School
Cobh**

ADMINISTRATION OF MEDICATION POLICY

This policy is formulated in accordance with guidelines issued by the CPSMA and the Irish National Teachers' Organisation.

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 staff members to undertake the administration of medicines.

The Board of Management of St. Mary's NS requests parents/guardians 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. To this end, parents/guardians are asked to complete in full the medical section of the application form and update as necessary.

Medication in this policy refers to medicines, ointments, sprays, tablets, inhalers, insulin, anapens and epipens.

- 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.
- The family doctor should arrange for the administration of prescribed medicines outside of school hours where possible.

Procedure to be followed by parents who require the administration of medication for their children:

- Parents/Guardians 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. 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 staff member and consent for it to be given; when the parent/guardian is to be notified and how she/he can be contacted. It is the parent's/guardian's responsibility to check each morning

whether or not the authorised staff member is in school, unless an alternative arrangement is made locally.

- Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent/guardian, with clear written instructions for administration, giving the name of the pupil.
- The medicine should be self-administered if possible, under the supervision of an authorised adult.
- 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/guardians should outline clearly in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents/Guardians 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 Board of Management will inform the school's insurers accordingly.

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

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/guardians 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.
- The medicine should not be kept by the pupil. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.

Responsibilities of Staff Members

- A staff member should not administer medication without the specific authorisation of the Board.
- No staff member can be required to administer medicine or drugs to a pupil. It must be done on a voluntary basis.
- 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.
- 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.
- In emergency situations, staff should do no more than 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/Guardians should be contacted should any questions or emergencies arise.

Ratified by Board of Management on _____

Signed _____
Chairperson, Board of Management

Administration of Medication to Students

Dear Doctor,

The Board of Management of St. Mary's NS, Cobh 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.

Thank you for your co-operation in this matter.

Yours sincerely

Principal

Administration of Medication to Students

Request to Board of Management of St. Mary's National School, Cobh.

1. I / We, the parents / guardians of ask the Board of Management of St. Mary's National School, Cobh to allow member(s) of staff to give medication to my child
2. I enclose a letter from Dr. Stating:
 - (a) Why the medication is needed
 - (b) Name of medication
 - (c) Time the medication should be administered
 - (d) Dosage to be administered
3. 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
4. I /We understand that the school's insurers will be notified of this arrangement
5. I/We indemnify the Board of Management in respect of any liability that may arise regarding the administration of the medication

Signed:Parent / Guardian Date:.....

Signed:Parent / Guardian Date:.....

Dear Parents / Guardians,

As the number of students receiving medication during school hours has increased, we have had to revise our policy and protocol for the administration of medication.

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:

- Only medication named in the instruction will be administered in school
- Any changes in instructions should be notified in writing to the school
- 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
- It is the responsibility of the parents to ensure the continuing supply of medication
- 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

Principal.