



## **Scoil Seanáin Naofa**

### **Clonlara**

### **Administration of Medication Policy**

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) 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 teachers to personally undertake the administration of medication. The Board of Management requests parents to ensure that the school is made aware of any medical condition their child may have. This information should be provided at enrolment or at the development of any medical conditions at a later date.

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

The parent/guardian should inform the school that their child has a medical need. Parents are requested to complete the attached form and sign the 'Request to Administer Medication and Contract of Indemnity' form. This form specifies the following:

- Child's name and address.
- The name of the medication to be administered.
- The exact dosage and time of administration.
- Method of administration.
- Method of storage.
- Signature of parent /guardian.
- (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 required to supply the school with medication which is in date.

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.

### **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

### **Responsibilities of Staff Members**

Staff members are to familiarise themselves with the medical needs of children in their class.

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 record of the date and time of administration will be kept and shared with parents via Aladdin message and a written record will be maintained at the school.

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 should be contacted should any questions or emergencies arise.

**Implementation and Review:**

This Policy will be reviewed, as deemed necessary, by the Board of Management.

**Ratification:** The policy was ratified by the Board of Management on 6th September 2022.

Signed: 

Date: 06/09/2022

(Chairperson, Board of Management)

Signed: 

(Principal)



**Scoil Seanáin Naofa**

**Clonlara**

**Administration of Medication form**

Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: Home \_\_\_\_\_

Mobile (Mother) \_\_\_\_\_ Work \_\_\_\_\_

Mobile (Father) \_\_\_\_\_ Work \_\_\_\_\_

Nature of Illness: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Medication: \_\_\_\_\_

Exact Dosage and Time of Administration: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Method of Administration: \_\_\_\_\_

- 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.

Method of Storage of Medication: \_\_\_\_\_

**Request To Administer Medication**  
**And Contract of Indemnity.**

I/We \_\_\_\_\_

as Parents/Guardians of \_\_\_\_\_

hereby request the Board of Management of Scoil Seanáin Naofa, Clonlara to administer medication to our child as per attached.

I/We **HEREBY AGREE** to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the above pupil's class teacher and or the principal of the above school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

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

**Signed:** \_\_\_\_\_  
Principal / Deputy Principal

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