

Administration of Medicines Policy

Rationale

The Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities. The Board of Management requests parents ensure that teachers be made aware in writing of any medical condition relating to their child.

- Non-prescriptive medicines and prescribed medicines will not be administered in school without the written consent of parents as detailed in medical information forms, and the specific authorisation of the Board of Management.
- 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 and should be carried by the child at all times of the school day.
- All medicine should be administered under the supervision of an authorised adult. Staff are aware that, with the exception of the school nurse, there is no legal or contractual duty for a member of staff to administer medication. However, any teacher who is willing and confident to administer medication to a student may do so under controlled guidelines. Training will be given where necessary
- A written record of the date and time of administration must be kept.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- Parents of a pupil requiring medication during school hours should fill in the appropriate paperwork which will be given by the school nurse on request.
- The paperwork contains the name of the child, name and dose of medication; the circumstances in which medication is to be given by the teacher/nurse and consent for it to be given; when the parent is to be notified and where he/she can be contacted. The medicine should be in its original container. For prescribed medication a copy of the prescription must accompany the paperwork. (See Appendix A) It is the responsibility of the parent to check each morning whether or not the authorised teacher/nurse is in school.
- Where children are suffering from a life-threatening condition, parents 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
- Parents are further required to indemnify the Board of Management and authorised members of staff in respect to any liability that may arise regarding the administration of prescribed medicines in school.
- Where possible, medicines should be given prior to and after school unless directed by a medical professional.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure from a medical practitioner to be followed in storing and administering the new medication.

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

 **Ratification and Communication**

This policy on **Admin of Medication** was ratified at the Board of Management meeting held on **10th February 2025** It will now form part of the school plan which is located in reception. All stakeholders will be informed via agreed minutes and it can be emailed on request.

This policy and its implementation will be reviewed by the Board of Management at the in the academic year 2028/29 or as experience dictates.

Signed by Principal.....

Signed by Chairperson of the Board.....

Date.....

Administration of Medicines Policy – Appendix A Permission slip

The school will not be in a position to give your child medicine unless this form is completed

Child's Name : _____

Date of birth : _____

Medical condition or illness: _____

Name and strength of medicine: _____

Expiry date: _____ When to be given: _____

Persons authorised to give medication subject to training: _____

Dosage and method for administration: _____

Any side effects that the school needs to know about: _____

Procedure to take in an emergency; _____

Number of tablets/quantity: _____

NB: Medicines must be in the original container as dispensed by the pharmacy

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I further indemnify the Board of Management and authorised members of staff in respect of any liability. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medicine or if the medicine is stopped.

Parents' signature: _____ Date: _____

Medication List Appendix B

Name of Child: _____

Emergency Contact 1: _____

Emergency Contact 2: _____

Allergies: _____

Medication, <i>Brand, generic name, dose</i>	How Many? <i>Tablet and Liquid</i>	How Taken? <i>By mouth, with water</i>	Times per day?	Reason for taking <i>Eg, pain killer, fever reducer etc</i>	Notes:

Is your child on any emergency medication or EpiPen medication? _____

I.....parent of..... give

consent for the administration of _____

Reason for Emergency Medication.....

How soon is it to be administered?.....

How soon after can it be repeated, if required?.....

Signed:.....

Date:.....

Please ensure that a copy of the prescription is enclosed with this form