

## The administration of medicine at Star of the Sea Primary School Passage West

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorized school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

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

- The medicine should not be kept by the pupil but in 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.
- The medicine should be self-administered if possible, under the supervision of an authorized adult.
- A written record of the date and time of administration must be kept.
- A teacher/SNA should not administer medication without the specific authorization of the Board.
- No teacher/SNA can be required to administer medicine or drugs to a pupil.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- Parents of a pupil requiring regular medication during school hours should write to the Board to authorize 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 teacher and consent for it to be given; when a 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 authorized teacher is in school unless an alternative arrangement is made locally.**
- Where children are suffering from life threatening conditions, 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 authorized 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.
- Where possible the family doctor should arrange for the administration of prescribed medicine outside of school hours.
- 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, with clear written instructions for administration, giving the name of the pupil.
- 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.

**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.*

*Board of Management of Star of the Sea Primary School – January, 2002.*