

Administration of Medicines Policy

Scoil Naomh Fursa, Claran

2014

Aims:

To clarify procedures and inform all the school community.

It is recommended that any pupil who has a contagious infection or is in need of medication during school hours, on a short term basis, may find that home is a more suitable environment, than school, during recuperation.

As a general rule, teachers will not be involved in the administration of medication to pupils.

No pupil may have medicines on the school premises, or use same, without the permission of the Board of Management.

New requests will be temporarily sanctioned until approved by the board once a written request has been submitted.

Pupils suffering from Asthma:

The following are the agreed procedures to be followed when inhalers are necessary for pupils who have an on-going medical condition/disorder that may need to be dealt with on a day-to-day basis.

The agreed procedures when inhalers are to be administered by the pupil himself are:

- The parent forwards a written request for consent to the Board of Management.
- The parent is informed by the Board of Management regarding granting/ not granting consent.
- Storage of medicine will be arranged according to the requirements, taking into account the age of the child concerned, the level of access required, personnel involved and circumstances guiding the use of the medicine.
- All medicines must be clearly labelled.

In exceptional circumstances, where a teacher/designated person agrees to become involved in the administration of medicine, the procedure to be followed is that:

1. The parent(s)/guardian(s) of the pupil concerned should write to the Board of Management, requesting the Board to authorise a teacher, or other designated person to administer the medication, on the school premises.



2. The request should contain written instructions of the procedure to be followed in administering the medication, and the circumstances under which it is necessary to do so.
3. The Board of Management having considered the matter may authorise the teacher/designated person to administer medication to a pupil. If the teacher/designated person is so authorised he/she should be properly instructed by the Board of Management.
4. A teacher/designated person will not administer medication without the specific instructions of the board.
5. In administering medication to pupils, teachers/designated person will exercise the standard of care of a responsible parent.
6. The Board of Management will inform the school's insurers accordingly.
7. The Board of Management will seek an indemnity from the parent/guardian in respect of any liability that may arise regarding the administration of medication. Attached form to be completed.
8. Storage of medicine will be arranged according to the requirements, taking into account the age of the child concerned, the level of access required, personnel involved, and circumstances guiding the use of medication.
9. Where the above procedure is put in place the Board of Management will give consideration to authorising an other member of staff to administer the medication in the event that the regular teacher is absent from school.
10. Storage of medication, and responsibility of parents re supply and supervision of medications will be determined on an individual basis.

Brendan Syne

Ratification Date:

06/04/2017

Circulated to parents on

Review date: _as required

