

ADMINISTRATION OF MEDICINES POLICY

Teachers' Professional Duty

- Teachers have a professional duty to safeguard the health and safety of pupils both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class.
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Guidelines for the Administration of Medicines

1. The parents of the pupil with special medical needs must inform the Board of Management in writing, giving all the necessary details of the condition.
2. Parents must write to the Board of Management, requesting them to authorise the administration of the medication in school.
3. The request must also contain a detailed account of potential allergens, possible manifestations of the condition (including advice on mild/moderate/severe reactions where applicable), instructions of the procedure to be followed in administering the medication, and details of procedures to be followed in case of emergency (including contact phone numbers).
4. The request must name those authorised to administer the medication if not self-administered by the child.
5. Parents are further required to indemnify the BoM and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
6. This letter must be updated yearly.
7. A written record of the date and time of administration must be kept by person administering it.
8. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school when authorised by the Board of Management. It is parents' responsibility to ensure that medicines are kept up to date.
9. Emergency medication must have clear and concise administration details.
10. All correspondence related to the above are kept in the school.

Medicines

- Where possible, parents must arrange for the administration of prescribed medicines outside of school hours.
- School staff will only administer prescribed medication where arrangements have been put in place as outlined above in the Guidelines.
- Non-prescriptive medicines will neither be stored by, nor administered to, pupils in school, unless we have written permission from a parent or guardian to supervise their child self-administering.

- Arrangements for the storage of emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- Children are not, in any circumstances, to keep medication in bags, coats, etc.
- A staff member must not administer any medication without the specific authorisation of the BoM.
- The prescribed medicine must be self-administered, where possible, under the supervision of an authorised adult, if not the parent.
- No staff member can be required to administer medicine or drugs to a pupil.
- In emergency situations, qualified medical assistance will be secured at the earliest opportunity/immediately and parents contacted.

Ratification and Communication

The Board of Management reviewed and ratified this policy on September 27th 2022.

Signed: Aisling Heffernan
Chairperson, Board of Management, St. Francis N.S, Garryshane, Donohill