

## **1. ADMINISTRATION OF MEDICINES POLICY**

All parents are required to complete an emergency contact form annually in September. This form will detail contact telephone numbers for both parents and give two alternatives in the event of neither parent being contactable.

The Board of Management also requests parents to ensure that on this form teachers be made aware, in writing, of any medical condition the child has.

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 medicines. In the event of a teacher not being able to do so, an alternative on the staff will be sought. Where possible, the family doctor should arrange for the administration of prescribed medicines outside of school hours.

When administration of medicine is unavoidable for a child during the school day, the following procedure will be used.

- Non-prescriptive medicines will neither be stored for nor administered to pupils in school. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- Medicine should not be kept by any pupil, but by the class teacher, out of the reach of pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day. It is understood that prescribed medication will never be used by another child.
- Parents of a pupil requiring regular and/or occasional medication during school hours should write to the Board of Management in September to request authorisation for a member of staff to administer the medication in school.
- The medicine should be self-administered if possible, under the supervision of an authorised adult.
- A written record of the time and date of the administration must be kept securely in the pupil's file.
- A teacher should not administer medication without the specific authorisation of the Board.
- No teacher can be required to administer medication to a pupil.
- In emergency situations, qualified medical assistance will be secured at the earliest opportunity.
- Where children have life threatening conditions, parents or the child's G.P. 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.

Where parents are applying to the Board of Management for authorisation for a teacher to administer medication, the following written details are necessary:

1. The name and address of the child.
  2. Name, dose and frequency of medication.
  3. Whether the child should be responsible for his/her medication.
  4. The circumstances in which medication is to be given by the teacher, including time and dosage.
  5. Consent for it to be given.
  6. When the parent is to be notified.
- If possible, a doctor's letter to this effect should also be included. It is the parent's responsibility to check each morning whether or not the authorised teacher or teachers are in school.

- Request for administration of medication should be renewed at the beginning of each school year.
- Parents are further required to indemnify the Board of Management and authorised 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 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 parents, 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 medicine.

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

- This Administration of Medicines Policy was formally adopted for use by the Board of Management on Tuesday 1<sup>st</sup> May 2012.
- Accompanying this document is an outline of information for parents who wish to apply to the Board of Management to sanction administration of medication to their child within school hours.

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## INDEMNITY

**THIS INDEMNITY** made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ **BETWEEN**  
(lawful father and mother or legal guardian(s))  
of \_\_\_\_\_ ) of \_\_\_\_\_

(hereinafter called “the parents”) of the One Part **AND**  
for and on behalf of the Board of Management of  
School situated at \_\_\_\_\_  
in the County of \_\_\_\_\_ (hereinafter called “the Board”) of the Other Part.

### **WHEREAS:**

1. The parents are respectively the lawful father and mother or legal guardian(s) of \_\_\_\_\_, a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition known as \_\_\_\_\_
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication, viz. \_\_\_\_\_
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil’s classroom teacher and/or such member of staff of the said school as may be designated from time to time by the Board.

**NOW IT IS HEREBY AGREED** by and between the parties hereto as follows:

- a) In consideration of the Board entering into the within Agreement, the parents, as a lawful father and mother or legal guardian(s) respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil’s class teacher and/or the Principal of the above mentioned school from and against all claims, both present and future, arising out of or in connection with the administration or failure to administer the said medicines.

**IN WITNESS whereof** the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

**SIGNED AND SEALED** by the parents in the presence of:

**SIGNED AND SEALED** by the Board in the presence of:

## **INFORMATION FOR PARENTS REQUESTING BOARD OF MANAGEMENT APPROVAL FOR ADMINISTRATION OF MEDICINE WITHIN SCHOOL HOURS**

In order to apply to the Board of Management of Taney Parish Primary School for authorisation for a staff member to administer medication, the following information must be included:

- The name and address of the child.
- The name and dose of the medication.
- Whether the child should be responsible for his/her medication.
- The circumstances in which medication is to be given by a staff member. This should include specific instructions re: time of day, dosage and method of administration.
- Consent for it to be given.
- When the parent is to be notified.

If possible, a G.P.'s letter should also be included where children have life threatening conditions, outlining 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.

It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.

Request for administration of medication should be renewed at the beginning of each school year.

Parents are further required to indemnify the Board of Management and authorised 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 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(s), 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 medicine.