



**Scoil Uí Riada.**  
An Bhanóg, Kilcock, Co. Kildare.

POLICY DOCUMENT



*“We espouse a child centred approach to education recognising the unconditional worth of each child. We aim to give a balanced education with a view to empowering the child to achieve his/her full potential.”*

## **Leigheas**

The administration of medicines

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 parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorization of An Phríomhoide.
- The medicine 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 at all times.
- The medicine should be self-administered if possible, under the supervision of an authorized adult.
- A written record of the time and date of administration must be kept.
- A teacher should not administer medication without the specific authorization of parents and An Phríomhoide.
- No teacher can be required to administer medicine or drugs to a pupil against their will.
- 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 authorise 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 the parent is to be notified and where s/he can be contacted. 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.
- 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 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 possible the family doctor should arrange for the administration of prescribed medicines 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 Bainistíochta Nollaig 2006.