

Craggagh National School

Balla, Castlebar, Co Mayo.

Tel: 094 9365177 Email: Principal@CraggaghNS.ie

Policy for 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 authorised school activities, this does not imply a duty upon the teachers to personally undertake the administration of medicines.*
- *As a general rule, teachers do not become involved in the administration of medication to pupils except in exceptional circumstances.*
- *The Board of Management requests parents/guardians to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.*
- *Parents/guardians of new entrants to the school who suffer from a medical condition should give details of the condition on the school enrolment form.*
- *Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without the written consent of parents/guardians and the specific authorisation of the Board of Management.*
- *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 of the school day.*
- *The medicine should be self – administered if possible, under the supervision of an authorised member of staff.*
- *A written record of the date and time of administration must be kept.*
- *A teacher should not administer medication without the specific authorisation of the Board of Management.*
- *No teacher can be required to administer medicine or drugs to a pupil.*
- *In emergency situations, qualified medical assistance will be secured at the earliest possible opportunity.*

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- *Parents of a pupil requiring regular medication during school hours should write to the Board of Management requesting the Board to authorise a member of staff to administer the medication in school.*
- *The Board should authorise another member of staff to administer the medication in the event that the regular teacher is absent from school.*
- *Written details and instructions of the procedure to be followed in administering the medication 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 authorised personnel and consent for it to be given, when the parent is to be notified and where she/he can be contacted, phone numbers etc.*
- *Where a child is suffering from a life threatening condition, 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/guardian, 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.

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This policy will be reviewed as and when necessary.

Ratified by the Board of Management on (22/06/06).