



Administration of Medication Policy Our Lady's BNS, Ballinteer

No teacher can be required to administer medicine or drugs to a pupil. 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 medication.

Any teacher who is willing to administer medicines will only do so under strictly controlled guidelines, fully confident that the administration will be safe. In general this will be limited to emergency situations only.

A teacher who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly and so every reasonable precaution must be taken.

Clear instructions about the administration of the medicine will be obtained and strictly followed.

A parent requesting the administration of medicine must write to the Board of Management requesting the Board to authorise a member of the teaching staff to administer the medication. The request must contain written instructions of the procedure to be followed in administering the medication and details of storage of medicine.

*Where a parent is allowing their child to self-administer medication such as an asthma inhaler during the school day, they must provide written permission for the child to do so, along with notification of the medication type and dose and a reason. **This excludes any form of painkiller.** If a child will require painkillers during the day, their parent must come to the school and administer the medication. No child will be allowed to self-administer painkillers during the school day.*

The Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised she/he will be properly trained by the Board of Management.

No teacher will administer medication without the specific authorisation of the Board except in the case of a medical emergency.

In administering medication to pupils, teachers will exercise the standard of care of a reasonable and prudent parent.

The Board of Management will inform the school's insurers accordingly and will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.

Arrangements will be made by the Board of Management for the safe storage of medication and procedures for the administration of medication in the event of the authorised teacher's absence.

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.

In emergencies teachers will do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment will be secured in emergencies at the earliest opportunity.

The Board of Management will request parents to ensure that teachers are made aware in writing of any medical condition suffered by any children in their class. An opportunity to do this is provided on the school registration form but parents must notify teacher/school of relevant information that subsequently comes to light.

Parents will be asked to identify symptoms in order that treatment can be given by an appropriate person if necessary.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only and self-dispensing injection pens for the treatment of anaphylaxis.

Signed _____
Chairperson Board of Management

Date _____

This policy will be reviewed annually.

Summary

Parents

The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.

Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.

Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.

Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.

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.

Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.

Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

Board of Management

The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.

The Board will ensure that the authorised person is properly instructed in how to administer the medicine.

The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.

The Board shall inform the school insurers accordingly.

The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Staff Members

No staff member can be required to administer medication to a pupil.

Any staff member who is willing to administer medicines will do so under strictly controlled guidelines in the belief that the administration is safe.

Medication will not be administered without the specific authorisation of the Board of Management –except in the case of emergency.

In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.

A written record of the date and time of administration will be kept.

In emergency situations, staff will do no more that is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Parents should be contacted should any questions or emergencies arise.

ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the _____ day of _____ 20____ BETWEEN
_____/_____(father/mother/guardian) of _____
_____ of _____
(hereinafter called 'the parents') of the one part and _____, Chairperson for and
on behalf of the Board of Management of Our Lady's Boys National School, address in the
County of Dublin 16 (hereinafter called "The Board) of the other part.

WHEREAS:

1. The parents/guardians are respectively the lawful father/mother/guardians 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 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 pupils' classroom teacher and/or such other member of staff of the school as may be designated from time to time by the Board.

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 the lawful father/mother/guardians 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 said school from and against all claims.

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 Chairperson in the presence of:

