

Star of the Sea B.N.S.

Policy on Administration of Medication at St Mary's, Star of the Sea B.N.S.

The Board of Management requests that parents always ensure that teachers are made aware in writing of any medical condition suffered by any child in their class. 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 school.

Every effort will be made to accommodate the needs of children with long term recurring health problems e.g. asthma, epilepsy, diabetes and anaphylaxis within school to minimise the disruption to their education. The School, working in partnership with parents/guardians, pupils and fellow professionals, will try, where possible, to facilitate pupils who need to take essential prescribed medicines during school hours.

When administration of medication is necessary for a child during the school day the following procedures will be followed:

- Parents/Guardians and the Principal, acting on behalf of the B.O.M. will meet to discuss the administration of medication for their child. The medication should be self-administered if possible, under the supervision of an authorised adult. If self administration is not possible (due to child's age/maturity), a proposed authorised person will be nominated to administer medication and the procedure in the event of the authorised person's absence will be agreed.
- Parents/Guardians will formally write a letter to the Board of Management requesting that the Board appoints such agreed authorised person/persons to administer the medication. This letter should contain the following:

Child's full name, address and date of birth
The name of the medication to be administered
The exact dosage and time of administration
Name of authorised person
Whether the child can be responsible for his medication
The circumstances when the medication should be given by the authorised person
Consent for the medication to be given
When the parent should be contacted
Where the parent can be contacted
Signature of parent / guardian

- Parents/Guardians are responsible for the provision of prescribed medication and must ensure that the correct medication is available and in date.
- Medication will be stored in a secure place in the teacher's room and will be readily accessible at all times of the school day especially medicines, such as inhalers used by asthmatic children.
- Medication will be administered from the teacher's room by the authorised person.
- In the event that no authorised person or substitute is available, parents/guardians will need to administer the essential medication in school.
- Where there are changes in dosage or time of administration, parents / guardians must notify the school of these changes in writing.
- The Board will seek an indemnity from the parents / guardians in respect of any liability that may arise regarding the administration of the medication.(Appendix 1)
- The Board of Management will inform the school's insurers accordingly.

- Request by parents/ guardians for administration of medication must be renewed at the beginning of each school year.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity. Where teachers have been given medication for administration in case of emergency, the dose administered should be the smallest dose possible to ensure recovery until a medical expert can take over.
- A record of administration by the authorised person will be kept in the Accident/ Administration of Medication book (in the Principal's office).
- Pupils are not allowed to keep any medication in their schoolbags. Non-prescriptive medicines will neither be stored nor administered to pupils in school
- A teacher should not administer medication without the specific authorisation of the Board.
- No teacher can be required to administer medicine or drugs to a pupil.

Policy will be reviewed annually or at other times if deemed necessary.

September 2016

INDEMNITY

THIS INDEMNITY made the day of 20.... **BETWEEN**
..... (lawful father and mother of)
of
(hereinafter called "the parents") of the One Part .
AND
for and on behalf of the Board of Management of
situate at
in the County of
(hereinafter called "the Board") of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition known as
3. The pupil while attending the said school, may require, in emergency circumstances, the administration of medicine, 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 the lawful father and mother 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 pupils class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from 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:

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