



## **Administration of Medicines**

### **Introduction**

While the Board of Management has a duty to safeguard the health and safety of the pupils when they are engaged in authorised 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. This information should be provided at enrolment or at the development of any medical conditions at a later date.

### **Policy on Administration of Medicines**

Children who are unwell and on short-term medication should not be in school.

If children have **specific health problems requiring on-going medication during school hours**, the following procedures should be observed (see **Appendix 1** for a summary of the steps).

- Parents of a pupil requiring regular medication during school hours should write to the BOM to request and authorise a staff member/members to administer or to monitor self-admin of the medication in school.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication (**see Form 1**).
- 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.
- Where children are suffering from life threatening conditions parents should outline clearly in writing what can or can't be done in particular emergency situations with particular reference to what may be at risk to the child.
- Written details are required from the parent/guardian to the BOM giving the name of the child and their condition.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Parents are further required to indemnify the BOM and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school (**see Form 2**). The BOM 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.

### **Non-Emergency Medication**

- Non-prescriptive medicines will neither be stored nor administered to pupils in school.
- If a child needs non-emergency medication (e.g. antibiotics) during school hours, the parent will come to the school to administer it.
- At no time will medication be permitted in children's belongings.

### **Emergency Medications**

- In cases of children suffering from asthma **Form 1 and Form 2** must be completed and submitted to the school management for ratification.
- At the beginning of the year the parent shall supply a spare inhaler for school use only, in a labelled bag.
- This labelled bag will be kept in the teacher's drawer/press.
- The child can request to self-administer their own inhaler if and when necessary.
- It is the privilege and the responsibility of the parents to remove or renew the inhaler as is necessary.
- In the case of Epipens due to the sensitive nature of anaphylaxis it is necessary that the medication is easily accessible at **all** times, the location of which is known to all staff.
- A picture of the child and relevant information will be on display in the staffroom and the reception office.

### **Procedures to be followed by the 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 will 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.

### **Responsibility of Staff Members**

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- 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 (**see Appendix 2**).

- In emergency situations, staff should do no more than 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. i.e. Emergency Department of Sligo University Hospital, Tel 071 9171111 (number clearly displayed in the office).
- Parents should be contacted should any questions or emergencies arise.

**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. It has been implemented since 2015

This Policy was reviewed May 2019 and again in October 2022.

Signed: Linda McMahon Date: 20<sup>th</sup> October 2022  
Principal

Derek Whitcroft  
Chairperson of the Board of Management

## **Appendix 1**

### **Procedure for Parents/Guardians**

1. Complete 'Request for Administration of Medicine Form' (**Form 1**).
2. Complete and sign 'Indemnity Form' (**Form 2**).
3. Give both forms to the class teacher who will bring it to the School Management.
4. The medication must be delivered personally to the Principal or nominated person by the parent, not by the child.
5. All medication must be in its original packet with the child's name, date, contents, dosage & instructions for administration and storage.
6. It is the responsibility of the parent to ensure that there is an adequate supply of the child's medication and that it is within its expiry date.
7. Any changes in the child's medication requirements must be immediately brought to the attention of the designated person e.g. the class teacher and a new Form 1 must be resubmitted to the school management.
8. Adequate training must be provided for the designated staff members.

## Appendix 2

### **Record of Administration of Medicines** *FOR SCHOOL USE ONLY*

Pupil's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Medical Condition \_\_\_\_\_

Medication \_\_\_\_\_

Dosage Administered \_\_\_\_\_

Administration details (When, Why, How)

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**FORM 1**

**Request for Administration of Medication – Information and Consent.**

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_

Under what circumstances should medicine be given.

\_\_\_\_\_  
\_\_\_\_\_

Condition for which medicine is required \_\_\_\_\_

Other medication being taken \_\_\_\_\_

My child CAN/CAN NOT self-administer this medication.

Doctor's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

1<sup>st</sup> Emergency Contact \_\_\_\_\_ Mobile Number \_\_\_\_\_

2<sup>nd</sup> Emergency Contact \_\_\_\_\_ Mobile Number \_\_\_\_\_

I consent for staff members in the school to administer/supervise administration of \_\_\_\_\_,  
in the dosage of \_\_\_\_\_, to my child \_\_\_\_\_ under the circumstances  
outlined above.

I understand that information about my child's medical condition and treatment will be shared with  
school staff, and in the event of an emergency with the GP or other medical personnel. I also consent  
to the disclosure of this information to the school's insurers if required.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_



## **Form 2**

### **ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY**

THIS INDEMNITY made the \_\_\_\_\_ day of \_\_\_\_\_ BETWEEN

(lawful father and mother of \_\_\_\_\_)

Of (address) \_\_\_\_\_

(hereinafter called 'the parents') of the One Part AND for and on behalf of the Board of Management of Carbury National School situated at The Mall in the County of Sligo (thereinafter 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 ongoing basis from the condition known as \_\_\_\_\_.
3. The pupil may, while attending 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 other 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 parties hereto as follows:

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, it's 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, both present and future, arising from the administration or failure to administer the said medicines.

Signed \_\_\_\_\_ (Parent)