

Administration of Medicines Policy 2014



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OUR ETHOS

The Central Model Infants' School is a co-educational school, under the patronage of the Minister of Education. The Central Model Infants' School is an inclusive, child centred Learning Community. Respectful relationships are fundamental to us. We achieve excellence through high expectations, teamwork and shared leadership. We aim to nourish and develop each child's sense of their own self-worth as an individual and celebrate their unique gifts and talents.

We have devised this policy to meet our obligations under Health and Safety and to provide best care for all our pupils.

Introduction

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.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

1. Procedure to be followed by parents who require the administration of medication for their children

- ✚ 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. (see Appendix 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.
- ✚ 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.

2. 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 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.

3. Responsibilities 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. (Appendix 2)
- ✚ In emergency situations, staff should 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.
- ✚ Staff members should not agree to give medicines to any child unless the above procedures are in place. This includes any over the counter medicines such as cough bottles, tablets, etc.

Ratified by Board of Management on _____
Date

Signed _____
Chairperson, Board of Management

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ADMINISTRATION OF MEDICINE

Name _____ Date of Birth _____

Address _____

Doctor _____ Doctor's number _____

Medical Condition _____

Prescription details _____

Dosage required _____

Any further action required _____

A list of teachers who will administer the medicine will be kept on file.

Doctor's signature and practice stamp

Date

I/we request that the Board of Management authorise that in the case of a severe life threatening reaction that named staff administer the required medication to my child. I/we understand that we must inform the School/Teacher of any changes of medicine/dose in writing and that we must inform the teacher each year of the prescription/medical condition. I/we understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed _____
Parent/Guardian

Date

Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____

Teachers to administer medicine: _____



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