

### ADMINISTRATION OF MEDICINES POLICY

1. 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. No teacher can be required to administer prescribed medicine or drugs to a pupil.
2. Medicine can be defined as any substance taken for medicinal purposes.
3. Any teacher who is willing to administer prescribed medicines will only do so under strictly controlled guidelines, fully confident that the administration will be safe. It is wise to limit this willingness to emergency situations only. A teacher who does take responsibility for administering prescribed medicines takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution will be taken. Clear instructions about medicines requiring administration must be obtained and strictly followed. The INTO/CPSMA advise that:
  - a. The parent(s) of the pupil concerned will write to the Board of Management requesting the Board to authorise a member of the teaching staff to administer the prescribed medication;
  - b. The request will also contain written instructions of the procedure to be followed in administering the prescribed medication. The name of the child, name and dose of the prescribed medication, whether the child should be responsible for his/her own medication, the circumstances in which prescribed medication is to be given by the teacher and consent for it to be given, when the parent is to be notified and where s/he can be contacted;
  - c. The Board of Management, having considered the matter, will authorise a teacher to administer prescribed medication to a pupil. If the teacher is so authorised she/he will be properly instructed by the Board of Management;
  - d. A teacher will not administer prescribed medication without the specific authorisation of the Board;
  - e. In administering prescribed medication to pupils, teachers will exercise the standard of care of a reasonable and prudent parent;
  - f. The Board of Management will inform the school's insurers accordingly;
  - g. The Board of Management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the prescribed medication.

Arrangements will also be made by the Board of Management for the safe storage of the prescribed medication and procedures for the administration of prescribed medication in the event of the authorised teacher's absence. **It is the responsibility of the parent(s) to check each morning whether or not the authorised teacher is in school, unless an alternative arrangement is made locally.**

4. 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.
5. A written record of the date and time of administration of the prescribed medication will be kept, in the child's resource file.
6. Where possible, schools will request that medical practitioners would arrange times for medication so that they do not coincide with school time.

7. Non-prescription medicines will neither be stored nor administered to pupils in school. Medicines should never be given to children to bring to school. Any arrangements for the administration of medicine will ensure that the medicine in question is handed over to the nominated teacher by the parent/guardian of the child.
8. It is important that Boards of Management request parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class. Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person if necessary.

**This statement should be proved to parent(s)/guardian(s) before the commencement of administration of any prescribed medicines to any child.**

**Parent(s)/guardian(s) should ensure that these procedures are clearly understood before submitting a request to the Board of Management in relation the administration of prescribed medicine.**

*This policy will be reviewed as and when necessary.*

**Board of Management of Knock National School  
September 2012**

This policy issued to:

Name: \_\_\_\_\_ parent/guardian of \_\_\_\_\_

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

Signature of above named acknowledging receipt of this policy: \_\_\_\_\_