



## **Administration of Medicines**

St Christopher's Primary School is committed to providing a happy, caring and secure learning environment for our pupils. The health and safety of our pupils is of prime concern to us and it is essential that parents/guardians and teachers work together in this regard.

The Board of Management (BOM) requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class. To this end, parents are asked to complete in full the medical section of the application form and update as necessary at the beginning of each school year.

Parents/guardians should ensure that the procedures outlined below are understood before submitting any request to the BOM to authorise the taking and administration of prescribed medicines.

### **Administration of medicines**

While the BOM 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 or other staff to undertake the administration of medicines.

Please note the following:

- Non-prescriptive medicines will neither be stored nor administered to pupils in school.
- Where possible, it is preferable that the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the BOM.
- The medicine should not be kept by the pupil but in a locked cupboard out of reach of pupils.

- Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day. The medicine should be self-administered if possible, under the supervision of an authorised adult.
- A written record of the date and time of administration must be kept.
- A staff member should not administer medication without the specific authorisation of the BOM.
- No staff member can be required to administer medicine or drugs to a pupil. It must be done on a voluntary basis. There is an exception in the case of Special Needs Assistant who may be required to provide for medical care of a pupil in their care.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.

Parents of a pupil requiring regular medication during school hours should write to the BOM to authorise a staff members to administer/supervise the taking of medication in school. Written details are required from the parent/guardian to the Board of Management giving the name of the child, name and dose of medication; whether the child should be responsible for his/her own medication; the circumstances in which medication is to be given by the staff member and consent for it to be given; when the parent is to be notified and how she/he can be contacted. See Appendix A for the relevant form.

### **Anaphylaxis**

A number of our pupils are at high risk of anaphylaxis due to allergies. We are therefore a nut and kiwi-free school. This is made known to all new families and to everyone who enters the school (notices at all doors).

For these children, communication between parents and the school is vital. Parents should outline clearly in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to their child.

It is the parents' responsibility to supply epipens/anapens, to ensure they are in date and to remove such pens during the summer holidays.

## **Diabetes**

Some of our pupils are diabetic and need to be monitored throughout the day. Communication between the parents and school is vital to ensure that an appropriate plan is in place to ensure the safety and health of the child. It is the parents' responsibility to provide updates to that plan when necessary.

## **Indemnity**

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.

This is contained in the form in Appendix A.

The Board of BOM will inform the school's insurers accordingly.

Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.

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.

Ratified by the Board of Management on February 4<sup>th</sup> 2020

This policy will be reviewed as and when necessary.

Appendix A:

**Medical Condition and Administration of Medicines**

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

**Emergency Contacts**

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Prescription Details:  
\_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required:  
\_\_\_\_\_

Is the child to be responsible for taking the prescription him/herself?  
\_\_\_\_\_

What action is required (include name of medication, dose and how taken)  
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I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. 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

\_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_