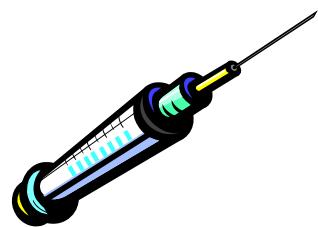


**ST. ATTRACTA'S SENIOR NATIONAL SCHOOL  
MEADOWBROOK  
DUBLIN 16**



**ADMINISTRATION OF MEDICINES  
DÁILEADH CÓGAIS**



**SCOIL SHINSIREACH NAOMH ÁTHRACHT  
CLUAIN GHЛАISE  
ÁTH CLIATH 16  
UIMHIR ROLLA: 19716B**

*Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Áth Cliath 16*  
*Administration of Medicines*  
*St. Attracta's Senior National School, Meadowbrook, Dublin 16.*

## **Introduction**

St. Attracta's Senior National School is committed to providing a happy, caring and secure learning environment in which the individual student is enabled to achieve his/her full potential. The health and safety of the children in our care is of prime concern to us and it is essential that parents/guardians and teachers work together for the good of the child in this regard.

## **Medical Information**

The Board of Management requests parents/guardians to ensure that class teachers - and other relevant teachers - be made aware in writing of any medical condition suffered by any children in their class. It is the parents' responsibility to inform teachers of such medical issues and this should be done at the beginning of each school year.

Once a teacher is made aware of this, s/he should immediately bring this policy document to the attention of parents/guardians and should make other teachers aware of the child's condition.

As much information as possible should be given by parents/guardians to the school. To this end, parents/guardians are asked to complete in full the medical section of the enrolment form and update it as necessary.

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

## **Administration of Medicines**

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 undertake the administration of medicines to pupils.

- 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/guardians and the specific authorisation of the Board of Management.
- A teacher may not administer medication without the specific authorisation of the Board.
- No teacher can be required to administer medicine or drugs to a pupil. It must be done on a voluntary basis.

- The medicines should not be kept by pupils but in a secure cupboard out of reach of pupils.
- Children should carry medical medals and armbands at all times, if so provided. Diabetic pupils should carry glucose sweets with them.
- Certain medicines, such as inhalers, diabetic pens etc. must be readily accessible at all times of the school day.
- The medicines 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.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.

Parents/guardians of a pupil requiring **regular medication during school hours** must be made aware of this policy and should write to the Board requesting that a member of staff be authorised to administer the medication in school.

Written details - as per attached form - are required from the parent/guardian to the Board of Management giving

- the name of the child
- name and dose of medication
- the way in which medicine should be stored (e.g. insulin should be kept in a fridge)
- whether the child should be responsible for his/her own medication
- the circumstances in which medication is to be given by the teacher
- consent for the medicine to be administered
- the circumstances under which the parent/guardian is to be notified
- how the parent/guardian can be contacted.

It is the parent's/guardian's responsibility to check each morning whether or not the authorised teacher is in school and to make alternative arrangements if and when necessary.

Where children are suffering from life threatening conditions (for example, nut allergy), or who are epileptics or diabetics or who are prone to anaphylactic shock syndrome, they may have an attack at any time. Therefore parents/guardians should outline clearly in writing, information on how to identify the symptoms and what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.

Parents should also ensure that the school has been given emergency contact numbers in the event of the parent not being available when called.

## **Indemnity**

- Parents/guardians are required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
- 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/guardian, with clear written instructions for administration, giving the pupil's name.
- 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 or dosage.
- Parents/guardians are also responsible for ensuring that adequate supplies of up-to-date medicines are available. The medicines will be kept out of reach of pupils in the school.
- Requests for administration of medication should be renewed at the beginning of each school year.



**Administration of Medicines: Indemnity Form**

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

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

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

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

Child's Chemist: \_\_\_\_\_ Phone: \_\_\_\_\_

Diagnosed Condition: \_\_\_\_\_

Description of Medical Condition: \_\_\_\_\_  
\_\_\_\_\_

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

Dose of Medication: \_\_\_\_\_

Exact time or time frame at which medication is to be administered: \_\_\_\_\_

Any other action required? \_\_\_\_\_

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

Under which circumstances should parent/guardian be notified? \_\_\_\_\_  
\_\_\_\_\_

I/We give my/our consent to \_\_\_\_\_ class teacher/authorised person to administer  
the medicine named above under the following circumstances:

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.

Signature of Parent/Guardian: \_\_\_\_\_

Contact Telephone No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Emergency Contacts:**

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_

You are required to complete the form detailing any medical information that may affect your child while at school. The Board of Management requires that parents/guardians inform their child's teacher in writing of any medical condition their child may have. It is the parent's/ guardian's responsibility to notify subsequent teachers. 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.

Under normal circumstances\* no oral medicine or tablets will be administered by the staff. This includes medicines which have been prescribed by your own doctor for your child. If your child is ill enough to require medicine while in school, please keep him/ her at home until the treatment is completed.

Children are not permitted to keep medication in their own possession. Parents/guardians may think it appropriate on certain occasions for older children to bring medicines into school (e.g. Paracetamol). The class teacher must be informed in writing if your child is carrying medicine of any sort (including cough sweets, cold-sore creams and other pharmaceuticals). The note should identify the medicine and give the child permission to self-administer it. However the teacher will store the medicine for the duration of the school day. It is the responsibility of the child to remind the teacher when he/ she needs the medication. The child should only carry the quantity needed for the school day. Where children carry inhalers, they should be competent to self-administer.

***\*Procedure for parents/guardians of children with long term illness requiring administration of medicine within school hours e.g. diabetes, severe allergies.***

In the event of a child requiring taking medicines while in the care of the school, the following procedures will apply:

Parents/guardians write to the Board of Management requesting permission for the administration of medicine during the school day, and outlining the procedure involved. Where children are suffering from life threatening conditions, parents/guardians should outline clearly, in writing, what can and can not be done in a particular emergency situation, with particular reference to what may be a risk to the child.

Written details should include the name of the child, name and exact dosage of medication, whether the child should be responsible for his/ her medication, the circumstances in which medication is to be given by the teacher and consent for it to be given, name of doctor to be contacted in emergency, when the parent/ guardian is to be notified and where he/ she can be contacted, parents/ guardians signature.

Two members of staff are needed in order to administer medicine (in the case of absence). Staffs are not obliged to undertake these responsibilities and teachers should not administer prescribed medication without specific authorisation of the Board. Should staff agree to administer same, the parents/guardians are required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in the school. The Board will inform the school's insurers accordingly. In as far as possible children should self-administer. A written record of the date and time of administration must be kept.