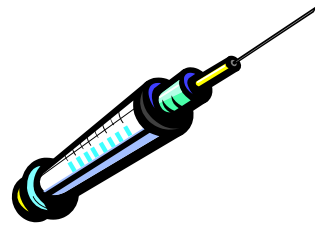


**ST. ATTRACTA'S SENIOR NATIONAL SCHOOL
MEADOWBROOK
DUBLIN 16**



**ADMINISTRATION OF MEDICINES
DÁILEADH CÓGÁIS**



**SCOIL SHINSIREACH NAOMH ATHRACHT
CLUAIN GHLAISE
ÁTH CLIATH 16
UIMHIR ROLLA: 19716B**

Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Ath 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, as well as other school staff 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 relevant teachers and Special Needs Assistants 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 or SNAs 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 staff member may not administer medication without the specific authorisation of the Board.
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- No staff member 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/SNA
- 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 staff member 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.

Circulation, Monitoring & Review

This document is given to parents/guardians who request that teachers/SNAs administer medicines to their child. It is also available on the school website. These procedures will be reviewed occasionally and as deemed necessary. The views and opinions of the partners in education are welcome at all times.

This policy on **Administration of Medicines** was first developed in 2003, reviewed in 2008, in 2012, in 2017 and in 2023.

The policy was adopted and ratified by St. Attracta's Senior School Board of Management at its meeting in December 2023.

Alice O' Flynn, Chairperson

Shane Maguire, Príomhoide



St. Attracta's Senior School, Meadowbrook, Dublin 16.



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/SNA/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 child's class 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: _____





Administration of Emergency Medicines: Indemnity Form

Child's Name: _____
Address: _____
Date of Birth: _____
Child's Doctor: _____ Phone: _____
Diagnosed Condition: _____
Description of Medical Condition: _____

Name of Medication Required in Emergency Circumstances:

Dose of Medication: _____

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

Any other action required? _____

I/We give my/our consent to _____ class teacher/SNA/authorised person to administer the medicine named above in the event of a medical emergency.

NOW IT IS HEREBY AGREED by and between the 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, its servants and agents from and against all claims, both present and future from any liability that may arise from the administration or failure to administer the said Emergency Medication.

I/We request that the Board of Management authorise the storage of Emergency Medication during the school day as it is absolutely necessary for my/our child. I/We understand that we must provide the school/teacher with the required emergency medication, inform the school/teacher of any changes of emergency medicine/dose in writing and that we must inform the **child's class teacher** each year of the medical condition. I/We understand that no school personnel have any medical training.

Signature of Parent/Guardian: _____

Contact Telephone No.: _____ Date: _____

Additional Emergency Contacts:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

