

ADMINISTRATION OF MEDICINES POLICY

Introduction

The Board of Management of St Laurence's National School, Greystones recognises its duty to safeguard the health and safety of pupils when they are engaged in authorised school activities. It is requested that teachers be made aware in writing of any medical condition suffered by any children in their class. However, this does not imply a duty upon teachers to personally undertake the administration of medication.

Drugs and Medication

In the case of routine illness, prescribed medication such as a course of antibiotics, will not be administered by school staff.

With regard to long term illnesses/conditions the following procedures apply regarding the administration of drugs and medication:

1. Written details are required from the parent/guardian to the Board of Management stating:
 - the name of the child
 - generic 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 teacher/staff member and consent for it to be given;
 - when the parent is to be notified and where he/she can be contacted.It is the parent(s)'s responsibility to check each morning whether or not the authorised personnel i.e. designated teacher/special needs assistants are in school unless an alternative arrangement is made locally.
2. No teacher/staff member can be required to administer medicine or drugs to a pupil.
3. Parents of a pupil requiring regular medication during school hours, eg long term conditions including diabetes, may, in exceptional circumstances, write to the Board to request/authorise a member of staff to administer the medication in school.
4. Parents are further 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. An 'Administration of Medicines Schools Indemnity Form' is available upon request from the school office.

5. 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. Parents will be required to instruct the appointed staff members in the administration of the medicine.
6. When necessary, the medicine should not be kept by the pupil but in a locked cupboard out of reach of pupils. However, certain medicines, including inhalers, must be readily accessible at all times of the school day.
7. The medicine should be self-administered if possible, under the supervision of an authorised adult.
8. A written record of the date and time of administration should be kept.
9. 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.
10. Where children are suffering from life threatening conditions, 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 the child.
11. In emergency situations, qualified medical assistance will be secured at the earliest opportunity. Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

Allergies

Parents of children with food or other allergies are requested to notify the school via the enrolment form and provide details in writing regarding the allergy and the measures for dealing with same.

This policy was adopted by the Board of Management on _____

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____

Date of next review: _____