



Killoughteen National Administration of Medication

No teacher/SNA can be required to administer medicine or drugs to a pupil. 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/SNA to personally undertake the administration of medication.

- Any teacher/ SNA who is willing to administer medicines will only do so under strictly controlled guidelines, fully confident that the administration will be safe.
- A teacher/ SNA who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly and so every reasonable precaution must be taken.
- Where possible, two adults will supervise administration of medication.
- Clear instructions, **in writing**, about the administration of the medicine will be obtained and strictly followed. (*Medication Administration Form to be completed*)
- Changes to the administration of medicine should also be notified in writing – new form to be completed.
- A parent requesting the administration of medicine must write to the Board of Management requesting the Board to authorise a member of the teaching staff/ SNA to administer the medication. The request must contain written instructions of the procedure to be followed in administering the medication and details of storage of medicine.
- The Board of Management, having considered the matter, may authorise a teacher/SNA to administer medication to a pupil. If the teacher/SNA is so authorised she/he will receive training in the procedure involved.
- No teacher/SNA will administer medication without the specific authorisation of the Board.
- In administering medication to pupils, teachers/ SNA will exercise the standard of care of a reasonable and prudent parent.
- The Board of Management will inform the school's insurers accordingly and will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.
- Arrangements will be made by the Board of Management for the safe storage of medication and procedures for the administration of medication in the event of the authorised teacher's/ SNA's absence.

The school generally advocates the self-administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. A small quantity of prescription drugs will be stored in the School Office if a child requires self-administering on a daily basis and parents have requested storage facilities.

In all other cases, medicine will be handed in to the school office on a weekly basis. The person supervising the administration of medicine will collect the medicine daily. Parents are responsible for the provision of medication and notification of change of dosage.

In emergencies, teachers/SNA's 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.

In general terms, the Board of Management will request parents to ensure that teachers are made aware in writing of any medical condition suffered by any children in their class. An opportunity to do this is provided on the school registration form but parents must notify teacher/school of relevant information that subsequently comes to light.

Parents will be asked to identify symptoms in order that treatment can be given by an appropriate person if necessary.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date. This information can be updated on the Parent Portal in Aladdin, the administration system used by the school.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only.

Medication Administration Form

Please complete this **Medication administration** form and **Administration of medicines in schools' indemnity** form and return to the school as soon as possible in order for your application to be processed. These forms will be retained by the school.

- Please note that the onus is on parents/guardians to inform the school of any changes to the information outlined below.
- Parents/guardians must ensure medication is brought on out of school trips, on swimming days, that medication is in date and that the authorised staff member(s) are in school.

Name of Child:			
Class:			
Parent Guardian 1:		Contact Number:	
Parent Guardian 2:		Contact Number:	
Medical Condition:			
Symptoms:			
Medication / Dosage Details:			
How to Administer:			

Family Doctor:	
Telephone Number:	

I wish to apply to the board of management for willing and trained members of staff to administer medication to my child

Signature of parents/guardians:

Date: _____

ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY FORM

This INDEMNITY made on the: _____ (date)

BETWEEN _____ (father/mother/guardian) of _____ (hereinafter called 'the parents') of the One Part

AND

Willie Curtin for and on behalf of the Board of Management of Killoughteen National School, Newcastle West, Limerick (hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of _____, a pupil of the above school
2. The pupil suffers on an ongoing basis from the condition known as _____
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication _____
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or SNA as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father/mother/guardian respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the said pupil's class teacher/SNA from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the **parents** in the presence of:

Date: _____

SIGNED AND SEALED by the said in the presence of:

Date: _____

SUMMARY

Parents

- ✓ The parent/guardian shall write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- ✓ Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.
- ✓ Parents are responsible for ensuring that the correct medication is delivered to the school and for ensuring that an adequate supply is available.
- ✓ Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- ✓ 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.
- ✓ Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- ✓ Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.
- ✓ **Non-prescribed medicines will neither be stored nor administered to pupils in school.**

Board of Management

- ✓ The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- ✓ The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- ✓ The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- ✓ The Board shall inform the school insurers accordingly
- ✓ The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Staff Members

- ✓ No staff member can be required to administer medication to a pupil.
- ✓ Any staff member who is willing to administer medicines will do so under strictly controlled guidelines in the belief that the administration is safe.
- ✓ Medication will not be administered without the specific authorisation of the Board of Management.
- ✓ In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- ✓ A written record of the date and time of administration will be kept.
- ✓ In emergency situations, staff will do no more that is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in

emergencies at the earliest opportunity.

- ✓ Parents should be contacted should any questions or emergencies arise.

This policy was ratified by the Board of Management at its meeting on

The policy will be reviewed again

Signed: 
Chairperson of the BOM

Date: 15 / 11 / 23