

Carrakennedy National School

Administration of Medication Policy

Introductory Statement:

This policy was formulated in accordance with guidelines issued by the Irish National Teacher's Organisation on the Administration of Medication in Schools. 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 to personally undertake the administration of medication. The BOM requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child attending Carrakennedy NS. In order to accommodate children with medical conditions proper and clearly understood arrangements for the Administration of Medication must be made with the school.

Where possible it is requested that the G.P. arrange times of medication so that they do not coincide with school time. If this is not possible the following procedures will be followed.

Procedures to be followed by parents who require the Administration of Medication for their children

- Parents are encouraged to provide maximum support and assistance in helping the school accommodate the Administration of Medication to their child.
- Parents/Guardians should write to the BOM requesting the BOM 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. (see Appendix 1).
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult 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 medication in school. The Board will inform the school's insurers Allianz, 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.

Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise a staff member to administer medication to the pupil or to monitor the self-administration of medication 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 medication.
- The Board shall inform the school insurers, Allianz, 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.

Responsibilities of Staff members

- No staff member can be required to administer medication to a pupil
- Any staff member who is willing to administer medication should do so under strictly controlled guidelines, fully confident that the administration will be safe.
- Clear written instructions on the administration of the medication must be provided and strictly followed.
- Medication must 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 should do no more than 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.

Review and Monitoring:

The policy was reviewed in June 2015 by the staff and BOM. It was reviewed by staff and BOM in May 2017. It will be reviewed again in two years (2019) or more often if the need arises.

This policy adopted by Board of Management on 30/4/'13 and reviewed on the 17/5/17

Signed: 

(Chairperson of B.O.M)

Signed: 

(Principal)



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Carrakenny N.S.
Liscarney,
Westport,
Co. Mayo.

Administration of Medication to Pupils

Name of Child: _____ Date of Birth: _____

Dear Chairperson of the Board of Management,

My child suffers from the condition known as _____.

As, the parent(s)/guardian(s), I/We hereby request that where the class teacher or any member of the staff of Carrakenny National School agrees to become involved in the administering of medication, the Board of Management would grant permission to the said person or persons to administer the appropriate medication following the instructions as outlined below.

1. Name of medication to be administered _____
2. Method of administering medication (orally, inhaler, injection etc.)

3. Amount of medication to be administered at any one time

4. Time of day medication is to be administered (if relevant)

5. Regularity with which medication should be administered (once a day, once a week, whenever necessary etc.)

6. Procedure to be followed in case of an emergency

In consideration of the Board of Management entering into this agreement, I/We, the parents(s)/guardian(s), hereby agree to indemnify and keep indemnified the Board, its servants and agents including the pupils, class teacher and any other member of staff who may administer the said medication from and against all claims both present and future arising from the administration or failure to administer the said medication.

Signed: _____

Date: _____