**The Administration of Medicines in Dunhill N.S.**

**Introductory Statement**

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/SNAs to personally undertake the administration of medicines.

**Aims**

1. To clarify for teachers, SNAs, parents, pupils and the Board of Management, the procedures to be undertaken and followed with regard to medicine and its administration in Dunhill N.S.
2. To protect parents, pupils, the Board of Management and in particular teachers and SNAs, with regard to the administration of medicines.

The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

1. Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without the written request and consent of parents and the specific authorisation of the Board of Management.
2. The prescriptive medicine should not be kept by the pupil but in the locked strong-room or Staffroom out of reach of pupils. Certain medicines, such as inhalers, etc., can be readily accessible at all times of the school day, provided that there is written agreement between Parent/Guardian and the Teacher.

1. The medicine should be self-administered if possible, under the supervision of an authorised adult.
2. A written record (in the official Medication Book) of the date and time of administration must be kept.

1. A teacher/SNA willing to administer medicine to a pupil, should not do so without the specific authorisation of the Board.
2. No teacher/SNA can be required to administer medicine or drugs to a pupil. Should the situation arise where no teacher/SNA is willing to administer medicine, alternative arrangements will have to be made by the parents/guardians.
3. In emergency situations qualified medical assistance will be secured at the earliest opportunity.

1. Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school provided that the teacher agrees to do so.
2. Written details are required from the parent/guardian to the Board of Management giving:

 (a) the name of the child, name and dose of medication to be administered;

 (b) whether the child should be responsible for his/her own medication;

 (c) the circumstances in which medication is to be given by the teacher and consent for it to be given;

 (d) when the parent is to be notified and where s/he can be contacted and

 (e) a list of alternative authorised persons to administer prescribed medicines to the child should be furnished to the school (in the event of the authorised teacher being unavailable).

1. Should all authorised staff members be unavailable to administer prescribed medicine to an individual child, the school will contact the parents/guardians to notify them. It is then parent’s/guardian’s responsibility to decide whether the child remains in school or not.

1. 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.
2. 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. The Board of Management will inform the school’s insurers accordingly.
3. Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
4. 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.

1. 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.

**Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management**

*Board of Management of June, 2004*

*This Policy was reviewed and updated in 2010.*

*This Policy was again reviewed and updated in 2015*