

MONASTERY NATIONAL SCHOOL

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SCOIL NA MAINISTREACH

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Administration of Medication Policy

This Policy was reviewed by the staff of the Monastery National School in October 2011.

This policy will adhere to the guidelines and procedures outlined by the Irish National Teachers Organisation (INTO) and the Catholic Primary School Managers Association (CPMSA)

- 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 to personally undertake the administration of medicines.
- The Board of Management requires parents /guardians to ensure that teachers be made aware of any medical condition suffered by any children in their class.
- However, no teacher can be required to administer medicine or drugs to a pupil and as a general rule, teachers **will not** be involved in the administration of medication to pupils.
- A teacher will not administer medication without the specific authorisation of the Board of Management.
- Non- prescriptive medicines will neither be stored nor administered to pupils in school.
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management. Where possible, arrangements should be made for the administration of prescribed medicines outside of school hours.
- Any teacher who is willing to become involved in the administration of medication will only do so under strictly controlled guidelines, and when fully confident that the administration will be safe.

- A teacher who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution will be taken. Clear instructions about medicines requiring regular administration will be obtained and strictly followed.
- In exceptional circumstances where a teacher agrees to become involved in the administration of medication the following procedures will be followed :
 - a) The parents of the pupil concerned must write to the Board of Management requesting the board to authorise a teacher to administer the medication.
 - b) The request should also contain written instructions of the procedure to be followed in administering the medication.
 - c) The Board of Management, having considered the matter may authorise a teacher to administer medication to a pupil. If the teacher is so authorised she/he should be properly instructed by the Board of Management.
 - d) A teacher should not administer medication without the specific authorisation of the Board.
 - e) In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
 - f) The Board of Management will inform the school's insurers accordingly.
 - g) The Board of Management will seek an indemnity from the parents / guardians in respect of any liability that may arise regarding the administration of medication. (Refer to Appendix 46 page 174 CPMSA Management Boards Members Handbook 2004 for a form of Indemnity.)
 - h) Any 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.
 - i) Where possible another member of staff, if willing, will be authorised to administer the medication in the event that the regular teacher is absent from 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, with clear written instructions for administration, giving the name of the pupil.
- The medicine will not be kept by a pupil but will be stored in a locked cupboard out of reach of pupils.
- The medicine should be self-administered if possible, under the supervision of an authorised adult.
- A written record of the date and time of administration will be kept.
- Up to date contact details of parents / guardians with phone numbers will be readily available in case of an emergency.
- School staff will be kept informed of arrangements.
- Inhalers must be kept readily accessible at all times.

In emergencies, teachers will do all that is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm to a pupil. Qualified medical treatment will be secured in emergencies at the earliest opportunity.

Parents will be made fully aware of these procedures when requesting the school to become involved in the administration of medicine and before submitting any request to the Board of Management.

Approved by Board of Management

Signature of Chairperson: *Canon Peter Murphy*

Review Date: 25/10/2011

This policy will be reviewed as and when necessary.