

## **POLICY ON ADMINISTRATION OF MEDICINE IN ST. MARGARET'S N.S.**

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.

When administration of medication is necessary for a child during the school day. The following procedure will be used:

- Parents will write a letter to the Principal requesting administration of medication. This letter should contain the following:
  - Child's full name and address.
  - Contact and emergency telephone numbers.
  - Brief outline of the medical condition.
  - The exact dosage and time of administration of medication.
  - Signature of parent / guardian.
- Parents are responsible for the provision of medication and should check weekly that medication is available.
- Medication should be given to the class teacher and will be kept in a safe place.
- Where there are changes in dosage or time of administration, parent/guardian or other person designated by the parent/guardian, should write a letter requesting these changes.
- Request for administration of medication should be renewed at the beginning of each school year.
- A record of administration will be kept by the class teacher.
- 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.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- The medicine should be self-administered if possible, under the supervision of an authorised adult.
- No teacher can be required to administer medicine or drugs to a pupil.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- 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. The school staff must be given training in the administration of the emergency procedure before the child is admitted to the school.

*This policy will be reviewed as and when necessary.*

*October 2002.*

***ST. MARGARET'S NATIONAL SCHOOL***

**ADMINISTRATION OF MEDICINE**

**Pupils Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact and Emergency Telephone No:** \_\_\_\_\_

\_\_\_\_\_

**Brief outline of Medical Condition:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Exact dosage and times of administration:** \_\_\_\_\_

\_\_\_\_\_

I / We indemnify the Board of Management and Members of Staff of any liability that may arise as a result of the administration of this medicine.

**Signature of Parent / Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_