

St. Brigid's National School



Administration of Medicines

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 apply a duty upon teachers to personally undertake the administration of medicines.

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

- Non-prescriptive medicines will neither be stored nor administered to pupils in school.
- Prescribed medicines will not be administered in the school without the written consent of parents/guardians and the specific authorisation of the Board of Management.
- The medicine should not be kept by the pupil but in a locked cupboard out of reach of pupils. Certain medicines, such as inhalers, used by asthmatics, must be readily accessible at all times of the school day.
- The medicine should be self-administered as much as possible under the supervision of an authorised adult.
- A written record of the date and time must be kept.
- A teacher should not administer medication without the specific authorisation of the Board of Management.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- Parents/Guardians 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.
- Written details are required from the parent/guardian to the Board of Management giving the name of the child, name and dose of medication; whether the child should be responsible for his/her own medication; the circumstances in which medication is to be given by the teacher and consent for it to be given; when the parent is to be notified and where he/she can be contacted. It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.
- 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.
- Parents/Guardians are further requested to indemnify the Board of Management and authorised members of staff in respect of 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.
- 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

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parent/guardian, with clear written instructions for administration, giving the name of the pupil.

- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instruction of the procedure to be followed in storing and administering the new medication.
- In some cases, the Board of Management may direct that training must be provided to the school staff. Suitably qualified medical personal should deliver this training. On the advice of the medical personal regular training may be required and a schedule of same created. It is the responsibility of parent(s)/guardian(s) to organise such training in consultation with the principal.

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