

# ADMINISTRATION OF MEDICINES POLICY

Glasheen Boys' School (Updated October 2013)

**Introduction:** 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. It is also school policy that children who are acutely ill should not attend school until the illness has passed.

In line with our school ethos, children suffering from chronic illnesses are encouraged to engage fully in school activities. Where possible, the family doctor or specialist should be asked to prescribe treatments that can be taken outside of school hours. Administration of medicines at school, should be kept to a minimum.

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.

**Rationale:** This policy was formulated in accordance with guidelines issued by the Primary School's Managerial Bodies and The Irish National Teachers' Organisation. From time to time, there are pupils who need to have medication administered. In certain cases, this may be a longer term situation. In these events, suitable and safe arrangements need to be in place.

## **Aims:**

1. To ensure that the needs of children requiring administration of essential medication during the school day, are met, in line with best practice.
2. To ensure compliance with relevant legislation.
3. To protect staff by ensuring that any involvement in administration of medication complies with the best practice guidelines.

**Medication in this policy refers to medicines, ointments, sprays, tablets, inhalers, insulin, anapens and epipens.**

- 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 specific authorisation of the Board of Management.
- The Medicine should not be kept by the pupil, certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- 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 must be kept
- A teacher/relevant staff member should not administer medication without the specific authorisation of the Board.
- 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. Such assistance will be secured at the A & E Dept. of Cork University Hospital – Tel 4546400 (Number clearly displayed in Office).
- 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 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 she/he can be contacted. It is the parents' responsibility to check each morning whether or not the authorised teacher/staff member 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 can't be done in a particular emergency situation, with particular reference to what may be a risk to a child.

- Parents are further required to indemnify the Board of Management and authorised member 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.
- 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.
- 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.
- **It has been agreed by the Board of Management in 2013, that in the case of pupils who may require the administration of anapens, epipens, inhalers, parents must come to the school to demonstrate exact procedures to the relevant staff members.**

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

This policy will be reviewed as and when necessary. It was last reviewed in 2013.

Signed: *Mícheál ÓBuacháin*  
(Chairperson Board of Management)

**Appendix 1:** Please complete the attached form and return it to the Board of Management, as soon as possible.

**ADMINISTRATION OF MEDICATION – GLASHEEN BOYS’ SCHOOL**

NAME OF CHILD:	
NAME & DOSE OF MEDICATION:	
IS CHILD RESPONSIBLE FOR HIS MEDICATION:	
NAME OF STAFF MEMBERS REQUESTED TO GIVE MEDICATION:	
HAVE YOU READ & UNDERSTOOD THE SCHOOL POLICY ON ADMIN. OF MEDICINES	
DO YOU INDEMNIFY THE BOARD & STAFF MEMBERS AS OUTLINED IN THE POLICY?	

Signed: ----- Date: -----

Signed: ----- Date: -----

**ANY FURTHER INFORMATION**

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