

## **The Administration of Medicines Policy in Scoil Mhuire na mBraithre CBS Primary Tralee**

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

### **Medication**

- **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.**
  - The medicine should not be kept by the pupil but in a cupboard out of reach of pupils. 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.

### **Policy Content**

#### **Procedure to be followed by parents/ guardians who require the administration of medication for their children:**

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication. (Appendix 1)
- Parents/ guardians are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. (Appendix 1)
- Parents/ guardians are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available. The expiry date is the responsibility of the parents/ guardians in the event of certain specific medicines being stored.
- Parents/ guardians are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. (Indemnity Form)
- 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.
- Where children are suffering from life-threatening conditions, parents/ guardians should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents/ guardians are required to provide telephone numbers where they may be contacted in the event of an emergency arising.

#### **Procedures to be followed by the Board of Management**

- The Board, having considered the matter, may authorise a staff member/ members to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed on how to administer the medicine.

- The Board shall seek an indemnity from parents/guardians in respect of liability that may arise regarding the administration of the medicine.
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

## **Responsibilities of Staff Members**

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents/guardians should be contacted should any questions or emergencies arise.

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

Reviewed and updated by Board of Management on 15/04/2024

*Anne O'Callaghan*  
(Chairperson)



**APPENDIX 1- FOR PARENTS/GUARDIANS**

**-For the administration of prescribed medications in school.**

**Child:**

**Class Teacher:**

**Name and dose of medication:**

**Circumstances in which medication is to be given:**

**Date:**

**Dear Chairperson B.O.M.**

**We are seeking your authorisation for a member of staff to administer the above medication to our son/daughter**

**Sincerely,**

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**Parent/Guardian.**

**Please note:**

- **Where children are suffering from life-threatening conditions parents/guardians 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 the child.**
- **It is the parent/guardian's responsibility to check each morning whether or not the authorised teacher/SNA is in school.**
- **The medicine must be kept out of the reach of other children.**

**Names of staff members as authorised by the B.O.M. to administer prescribed medicine:**

## INDEMNITY

**THIS INDEMNITY** made on the \_\_\_\_\_ **BETWEEN**

\_\_\_\_\_ (lawful parent(s) of

\_\_\_\_\_ (hereinafter called “the parent(s)”) of the One Part AND for and on behalf of the Board of Management of Scoil Mhuire na mBráithre, CBS Primary Tralee situated at Clounalour, Tralee in the County of Kerry (hereinafter called “the Board”) of the Other Part.

### **WHEREAS:**

1. The parent(s) are respectively the lawful father and/or mother of \_\_\_\_\_ a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition known as \_\_\_\_\_.
3. The pupil may while attending the said school, require the following:
4. The parents have agreed to the above procedures being administered by the said pupil’s parent.

**NOW IT IS HEREBY AGREED** by and between the parties hereto as follows:

- a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil’s class teacher and/or such other member of staff of the said school from and against all claims, both present and future arising from No. 3 above.

**IN WITNESS** whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein **WRITTEN**.

**SIGNED AND SEALED** by the parents in the presence of:

**SIGNED AND SEALED** by the said in the presence of:

**APPENDIX 2- TEACHERS**

**For the administration of prescribed medications in school**

The Board of Management has authorised for medicine to be administered to the following pupil in your class.

**Child:**

**Class Teacher:**

**Name and dose of medication:**

**Circumstances in which medication is to be given:**

**RESPONSIBILITY OF CLASS TEACHER:**

- **Medicine must be stored securely by the teacher – (with access available to sub)**
- **Anapens and Emergency Medication to be stored out of children's reach**
  - **Ensure that the pen is taken each time the child leaves the school.**
- **A written record of the date and time of administration must be kept.**