



The Administration of Medicines in An Mhodscoil

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.

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 a particular reference to what may be a risk to the child.

- While the BOM has a duty to safeguard the health and safety of all pupils, in the case of children with allergic reactions requiring urgent and immediate attention e.g. anipen, epipen, it will be the sole responsibility of the parent/guardian to supervise his/her child up to and including the official school starting time of 8.50am.
- 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 locked 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.
- A written record of the date and time of administration must be kept.
- A teacher should not administer medication without the specific authorisation of the Board.
- No teacher can be required to administer medicine or drugs to a pupil except Anipen/Epipen.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- Parents of a pupil requiring regular medication during school hours should write to the Board of Management to authorise a member of staff to administer the medication in school.
- Written details are required from 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 the medication is to be given by the teacher and consent for it to be given; when the parent is to be notified and where s/he can be contacted.
- 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.
- 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.
- Parents who do not wish their child's photo and medical details to be posted in the staffroom should confirm same in writing.

Anipen / Epipen

Anipen / Epipen to be kept in specially provided box in each room.

Inhalers may also be kept in this box

Junior and Senior Infants Classes eat when teacher is in the room

Teachers and SNA's who supervise in child's yard to be informed of his/her situation and procedures to be followed

Teachers /Substitute teachers to be informed of above information by the Health & Safety Officer.

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.