

The administration of medicines in Gorey Educate Together National School

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 staff 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 pupil in their class.

- Non-prescriptive medicines will neither be stored nor administered to pupils in school. (Limited exception: some pupils to whom Special Needs Assistants have been assigned.)
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management. Staff should not administer medication without the specific authorisation of the Board. The Board's authorisation is subject to the agreement of the relevant member(s) of staff.
- Prescribed medicines should be self-administered if possible, under the supervision of an authorised adult.
- The prescribed medicine should not be kept by the pupil, but in a designated safe store out of reach of pupils. (However, certain medicines, such as inhalers used by children with asthma, must be readily accessible at all times of the school day.)
- Parents of a pupil requiring prescribed medication during school hours should write to the Board authorising a member(s) of staff to
 - supervise the self-administration of the medicine
 - and/or - administer the medication to the pupil.
- 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 s/he can be contacted. **It is the parent's responsibility to check each morning whether or not the authorised member(s) of staff is in school. It is the parent's responsibility to make arrangements with the authorised staff for carrying the medication each day the child is involved in out-of-school activities (swimming, trips, etc.)**

- 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 the child.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity
- 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.
- Requests for the administration of medication should be renewed at the beginning of each school year.

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.

*Board of Management of Gorey Educate Together
National School Updated July 2010.*