



# Presentation Senior School

*"A community of learners inspired by the vision and values of Nano Nagle"*

## **Administration of Medicines Policy**

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 undertake the administration of medicines.

The Board of Management requests parents/guardians to ensure that appropriate school personnel (school principal and child's teacher) are made aware in writing of any medical condition suffered by their children. Parents/guardians are asked to complete the medical section of the registration form at the time of enrolment and update the school as necessary with regard to their child's medical concerns.

School policy with respect to the administration of medicines in school includes the following:

- 1. Prescribed medicines will only be administered at school in cases where it is absolutely necessary.**
2. Non-prescriptive medicines will neither be stored nor administered to pupils in school.
3. Prescribed medicines will not be administered in school without the written consent of parents/guardians and the specific authorisation of the Board of Management.
4. Parents/guardians of a pupil who needs to take medication during school hours should write to the board of management to authorise members of staff to administer the medication in school. Parents/guardians should use the attached letter template to provide the school with the following in writing:
  - a. name of child and details of medication dosage;
  - b. whether the child should be responsible for his/her own medication;
  - c. the circumstances in which medication is to be given by the teacher/SNAs and consent for it to be given;
  - d. indemnification of 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.
5. A teacher/SNA should not administer medication without the specific authorisation of the Board of Management.
6. No teacher can be required to administer medicine or drugs to a pupil. It must be done on a voluntary basis.



7. Medicine should not be kept by a pupil. It must be stored by a class teacher in a locked filing cabinet out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible to a child at all times of the school day. Appropriate arrangements must be made by the class teacher with respect to the safe storage of such medicines.
8. The medicine should be self-administered if possible, under the supervision of an authorised adult.
9. A written record of the date and time when medicine was administered must be kept by the supervising adult. This record should be recorded on the child's profile on the student management system (Aladdin).
10. In emergency situations, qualified medical assistance will be secured at the earliest opportunity.
11. In all cases where parents/guardians request that prescribed medicines are administered at school, all of the school's SNAs must be authorised by the parents/guardians to administer the medicine. It is not practical to have less than three people authorised to administer the medicine. Parents/guardians must ensure that those teachers supervising after-school activities or school outings are also authorised to administer medicine to their child.
12. It is the parents/guardians responsibility to ensure that the medicines provided to the school are in date. Out of date medicines will not be administered.
13. Where children are suffering from life threatening conditions (for example, nut allergy), parents/guardians 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 strongly advised to request a meeting with the principal and class teacher to explain the written information provided.
14. 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 parents/guardians, with clear written instructions for administration, giving the name of the pupil.
15. 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.
16. Parents/guardians should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

### **Ratification of Policy**

This policy was ratified by the Board of Management on the 13<sup>th</sup> May 2015.



# Administration of Medicines

## TO WHOM IT MAY CONCERN

**RE: Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**DOB:** \_\_\_\_\_

I \_\_\_\_\_, parent/guardian of  
\_\_\_\_\_, request that  
\_\_\_\_\_

[names of class teacher, support teacher and teachers supervising outings and/or school trips] and all of the school's Special Needs Assistants be permitted to administer \_\_\_\_\_  
[name of medicine] to my son/daughter \_\_\_\_\_ when required.

Details of medication dosage:  
\_\_\_\_\_  
\_\_\_\_\_

Is the child responsible for taking her/his medication without assistance?  
\_\_\_\_\_  
\_\_\_\_\_

The circumstances in which the medication is to be given:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I exonerate \_\_\_\_\_ [teachers' names], all of the Special Needs Assistants and Presentation Senior School of all responsibility should there be any repercussions from said action.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

