

## **Policy on the Administration of Medicines in Kilchreest N.S.**

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.

### **Prescribed Medication**

- 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 be self-administered, if possible, under the supervision of an authorised adult.
- Prescribed medicines should not be kept by the pupil but in a locked cupboard out of reach of the pupils.
- A written record of the date and time of administration must be kept in the teacher's diary
- A teacher should not administer medicine or drugs to a pupil without the specific authorisation of the board.
- No teacher can be required to administer medicine or drugs to a pupil. If a teacher is uncomfortable administering medicine or drugs to a pupil, alternative arrangements will be in place to administer medicine, ie another staff member.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- Parents of a pupil requiring regular prescribed medication during school hours should write to the Board to authorise members of staff to administer the medication in school.
- Written details are required from the parent/guardian to the Board of Management giving:

Name and address of the child;

- Name of medication to be administered;
- The exact dosage and time of administration;
- Whether the child should be responsible for his/her own administration of medication;
- The circumstances in which medication is to be given by the teacher;

- When the parent is to be notified and where s/he can be contacted;
  - We hereby indemnify the BOM and the authorised staff members from any liability arising from the administration of the prescribed medicine.
  - Signature of parent/guardian.
- It is the parent's responsibility to check each morning whether or not the authorised teacher is in school. If a teacher is absent then another trained staff member will administer the medicine.
- Where children are suffering from life threatening conditions, which may result in the likes of Anaphylactic Shock, 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 the case of an EpiPen being needed, parents need to train the staff.
- 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 of prescribed medicine.
- Changes in prescribed medication (dosage) or time of administration should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Request for administration of prescribed medication should be renewed at the beginning of each school year.
- Inhalers. In the case of inhalers parents are asked to send in a note at the beginning of the school year stating that their child needs an inhaler for asthmatic purposes. This note will be kept in the child's folder and updated annually. The inhaler will be kept in the child's own school bag and only taken out when needed. Children are not under any circumstances to share inhalers with another student. Inhalers used by asthmatic children, must be readily accessible at all times of the school day.

## **Non-prescriptive Medicines**

- Non-prescriptive medicines will neither be stored nor administered by teachers to pupils in school. Non-prescriptive medicines are not permitted in school e.g. Panadol, neurofen, strepsils. . If Sun Block is required then it must be applied before coming to school. Children can bring their own sun-cream to be applied by themselves or teacher in junior classes with parental permission through a note in the diary.

## **Vaccinations Health Board & Dental Check-ups**

- The Health Board occasionally use the school's facilities for the administration of various vaccines and for sight, hearing and dental checkups. The school bears no responsibility for any difficulties or reactions that may arise as a result of these. Parental permission is a necessity before any of these can take place. Please ensure that all relevant forms are returned on time.

**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.*

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***Board of Management of Kilchreest National School – February 2016***



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## Letter of Indemnity

- I/We request that the Board of Management authorise the administration of Prescription Medicine when necessary for the wellbeing of my/our child.
- I/We understand that the school has limited facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in as required. In the event of certain specific medicines being stored the expiry date is the responsibility of the parents.
- I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition.
- I/We acknowledge that the above facility provided by the School is on a purely voluntary basis and without any obligation whatsoever on the part of the School.
- In consideration of the School facilitating me/us as stipulated in paragraph 1 above, I/we hereby indemnify The Board Of Management of Kilchreest National School in respect of all losses, claims, demands, actions or proceedings whatsoever arising under any statute or common law in respect of personal injury or injury of any nature whatsoever arising out of or in the course of or caused directly or indirectly by the storage of the said medication by or at the School and /or application of the said medication to my/our child.
- I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

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

\_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_