

Policy on the Administration of Medicines

Parents/Guardians

In the situation where **ongoing medication** needs to be administered, the parents/guardian should write to the Board of Management requesting the authorisation of staff members to monitor self-administration of the medication. Where parents are not happy to allow the child to self-administer the parent/guardian must attend the school to carry out same. Parents/guardians are required to provide written instructions of the procedure to be followed in the self administration and storing of the medication.

Parents/guardians are responsible for ensuring that the medication is delivered to the school and handed over to the class teacher and for ensuring that an adequate, in date supply is available. All medicines should be clearly labelled with the child's name.

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 of risk to the child.

Parents/guardians are required to provide at least two telephone numbers where they may be contacted in the event of an emergency arising.

On receipt of aforementioned letter (re: ongoing medication) the Board will consider the matter and may authorise staff members to monitor the self-administration by a pupil.

The Board will arrange for the safe storage of medication – the medication will be stored in a locked filing cabinet in the secretary's office – spare key to be left hanging in the office (alternative arrangements if the medication needs to be refrigerated).

In the case of **once-off medication** (eg taking a tablet, cough mixture, etc) the parent/guardian must write a note of explanation to the school (stating the reason, time and dosage). This medication will be self administered under supervision. The medication and the note must be handed to the teacher first thing in the morning.

Staff Members

No staff member can be required to administer medication to a pupil.

Ongoing medication will not be self-administered without the specific authorisation of the Board of Management.

In extreme situations, staff will 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.

Ratified by the Board of Management on _____

Signed by

