

ADMINISTRATION OF MEDICINES POLICY

No teacher can be required to administer medicine or drugs to a pupil.

Any teacher who is willing to administer medicines, should only do so under strictly controlled guidelines, fully confident that the administration will be safe. This willingness is limited to emergency situations only. Clear instructions about medicines requiring regular administration must be obtained from the parents/guardians of the particular child/children and strictly followed.

The parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a member of the teaching staff to administer the medication.

The request to the B.O.M. should also contain written instructions of the procedure to be followed in administering the medication.

The Board of Management, having considered the matter, may authorise a teacher to administer the medication to a pupil. If the teacher is so authorised, she/he should be properly instructed by the Board of Management.

A teacher should not administer medication without the specific authorisation of the Board.

The Board of Management should inform the school's insurers accordingly.

The Board of Management should seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.

Arrangements should also be made by the Board of Management for the safe storage of medication in the event of the authorised teacher's absence. It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.

In emergencies, teachers should 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. In the event of an emergency, teachers or appropriate school personnel are authorised by the B.O.M. to do this without prior notice being given to the parents. But the parents are to be notified as soon as possible.

Where possible, schools should request that medical practitioners would arrange times for medication so that they don't coincide with class time.

It is important that parents ensure that teachers be made aware, in writing, of any medical condition suffered by the children in their class. Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person if necessary.

**Administration of Medication to Students
Letter to Parents**

Dear Parents / Guardians,

As the number of students receiving medication during school hours has increased, we have had to revise our policy and protocol for the administration of medication.

As you are aware, we do not have any trained medical personnel on staff. Our Special Needs Assistants and teachers have agreed to administer necessary medication to a number of students with the approval of the Board of Management. We are concerned that we have full details of how this should be done.

Please have your doctor complete the attached Form 1 to give us full details of the medication prescribed for your child. It is also necessary to complete Form 2 seeking permission to administer the medication in school. It is important to note that:

- Only medication to be inhaled or administered orally will be administered in school
- Any changes in instructions should be notified in writing to the school
- Parents are asked to ensure the safe delivery of medication to school staff directly. Please do not ask children to carry or deliver medication without discussing this with the principal
- It is the responsibility of the parents to ensure the continuing supply of medication
- Any medicines remaining at the end of the school year will be returned to parents.

If you have any queries in relation to this matter, please do not hesitate to contact us.

Yours Sincerely

Loraine Butler
Principal.

**Administration of Medication to Students
Letter to Doctor**

Dear Doctor,

The Board of Management of Ratoath Senior National School requests that the information required below be provided relating to medication which is administered to students during school hours.

The parents /guardians of have been asked to return the information to the school and to advise of any changes to this regime in the future.

Many thanks for your co-operation in this matter.

Yours Sincerely

Loraine Butler
Principal.

