

Holy Spirit Junior Primary School

Administration of Medication 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 personally undertake the administration of medication. No teacher can be required to administer medicine or drugs to a pupil.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. An opportunity to do this is provided on the school registration form but parents must notify teacher/school of relevant information that subsequently comes to light.

Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered without the written consent of parents and the specific authorisation of the Board of Management.

Parental Request

Where possible, the family doctor should arrange for the administration of prescribed medicines outside of school hours. A parent requesting the administration of medicine must write to the school requesting the Board to authorise a member of staff to administer the medication. The request must contain clear written instructions of the procedure to be followed in administering the medication and details of storage of medicine. As a minimum, the following information must be provided in writing:

- The nature of the pupil's condition;
- The symptoms; what medication is required, the prescribed dose, at what times or under what circumstances;
- Whether the medication is self-administered or has to be administered;
- Where the record card is kept of the dates and times of administration;
- What action, if any, apart from administering medication, may be needed, and if so, at what times or in what circumstances;
- 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 personnel are in school unless an alternative arrangement is in place.
- 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.
- Parents are 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.

Medication

- The medicine must be delivered personally to the Principal or class teacher by the parent, not by the child.
- The medicines must be clearly labelled with the child's name, date, contents, dosage and instructions regarding storage.
- Medicines are kept in a filing cabinet in the secretary's office for accessibility. Security and accessibility are equally important when medicines are taken on school trips.
- 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.
- A written record is kept of the dates and times of administration, and a note of any side effects.

In administering medication to pupils, teachers will exercise the standard of care of a reasonable and prudent parent.

In emergencies teachers will do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment will be secured in emergencies at the earliest opportunity.

Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

This policy will be reviewed on an annual basis or as the need arises.

Ratified by the Board of Management on _____

Mr. Billy Quinlan
Chairperson,
Board

. of Management

ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the ____ day of _____ 20____ BETWEEN
_____/_____(father/mother/guardian) of
_____ of _____
(hereinafter called 'the parents') of the one part and the Chairperson / Principal for and on
behalf of the Board of Management of Holy Spirit Junior Primary School, Greenhills, Dublin
12 (hereinafter called "The Board) of the other part.

WHEREAS:

1. The parents/guardians are respectively the lawful father/mother/guardians of a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition known as

3. The pupil may, while attending school, require, in emergency circumstances, the administration of medication, viz.
(please specify exact dosage of medication)

4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the pupils' classroom teacher and/or such other member of staff of the school as may be designated from time to time by the Board.

IT IS HEREBY AGREED by and between the parties hereto as follows:

- a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father/mother/guardians respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the parents in the presence of:

_____	_____
_____	_____
_____	_____

SIGNED AND SEALED by the Chairperson / Principal in the presence of:

_____	_____
_____	_____
_____	_____

Summary

Parents

The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.

Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.

Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.

Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.

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 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 a risk to the child.

Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

Board of Management

The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.

The Board will ensure that the authorised person is properly instructed in how to administer the medicine.

The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine

The Board shall inform the school insurers accordingly

The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Staff Members

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

Any staff member who is willing to administer medicines will do so under strictly controlled guidelines in the belief that the administration is safe.

Medication will not be administered without the specific authorisation of the Board of Management.

In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.

A written record of the date and time of administration will be kept.

In emergency 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.

Parents should be contacted should any questions or emergencies arise.

ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the ____ day of _____ 200 BETWEEN
_____/_____(father/mother/guardian) of _
_____ of _____
(hereinafter called 'the parents') of the one part and the Chairperson for and on behalf of the
Board of Management of Holy Spirit Junior Primary School, Greenhills, Dublin 12
(hereinafter called "The Board) of the other part.

WHEREAS:

1. The parents/guardians are respectively the lawful father/mother/guardians of a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition known as

3. The pupil may, while attending school, require, in emergency circumstances, the administration of medication, viz.

4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the Principal or Deputy Principal and/or such other member of staff of the school as may be designated from time to time by the Board. Parents' direction re administration of medication is as follows:

IT IS HEREBY AGREED by and between the parties hereto as follows:

- a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father/mother/guardians respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims.

SIGNED by the parents

in the presence of:

SIGNED by the Chairperson / Principal (on behalf of the Board of Management)

in the presence of:

ADMINISTRATION OF MEDICATION RECORD

CHILD'S NAME:

CLASS:

TEACHER'S NAME:

MEDICATION:

PARENT CONTACT DETAILS:

[illegible]

