

St John the Baptist Infant Girls' School
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Scoil Eoin Baisde Cailíní Naoidh
Bóthar Ghort na Mara
Cluain Tarbh
Baile Átha Cliath D03 XK27
Principal: Dearbhla O'Driscoll
Chair, Board of Management: Paul Nolan
Roll No: 19007S

THE ADMINISTRATION OF MEDICINES

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.

The following procedures should be noted:

- Parents/guardians to be informed immediately if any child's condition causes concern. In emergency situations, qualified medical assistance will be secured at the earliest opportunity.

Non- Prescriptive Medication

- Non-prescriptive medicines will neither be stored nor administered to pupils in school.

Prescribed medicines

- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
- 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.
- The medicine should not be kept by the pupil but in a cupboard out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- The medicine should be self-administered, if possible, under the supervision of two authorised adults in attendance.
- A written record of the date and time of administration must be kept.
- Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school.

- Parents of a pupil requiring regular medication during school hours should complete a Healthcare plan (see Appendix) to include details of the child's condition, current medication, triggers, individual symptoms and emergency contact details .
- 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 copy of the prescription should be included.
- All medical plans are communicated to school staff regularly during the school year. Staff are required to sign stating that they have familiarized themselves with same.

Life Threatening Conditions

- Where children are suffering from life-threatening conditions, parents 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 should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

This Policy will be reviewed as necessary.

Reviewed on 17 February 2019.

Signed: _____
Chairperson, Board of Management

Date: _____