



ADMINISTRATION OF MEDICATION POLICY

Introduction

While the Board of Management has a duty to safeguard the health and safety of students when they are engaged in authorised school activities, this does not imply a duty upon teaching or administrative staff to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date. Parents will be required to complete an Emergency Medical Information form, giving details of the child's medical condition / allergies, symptoms which may give rise to an emergency, appropriate response to symptoms and contact details for family doctor and other emergency medical support (e.g. Diabetic Nurse Specialist).

Medication in this policy refers to medicines, tablets and sprays administered by mouth and automatic injection devices (eg. Anapen: Anapen is used for the emergency treatment of serious allergic reactions or anaphylaxis caused by peanuts or other foods, drugs, insect bites or stings and other allergens as well as exercise or an unknown cause. / EpiPen: EpiPens contain a dose of adrenaline, a life-saving medicine delivered to people who are suffering from a severe allergic reaction.)

In this policy the term 'parent' is taken to include 'guardian'.

Policy Content

1. Procedure to be followed by parents who require the administration of medication for their children:

- The parent 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 responsible for ensuring that medication stored in the school are kept in stock, up to date and are in date.
- 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.



2. Procedures to be followed by the Board of Management:

- The Board, having considered the matter, may authorise one or more staff members to administer medication to a student or to monitor the self-administration by a student.
- The Board will ensure that the authorised person/persons is/are 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.

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a student.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to students, 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 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.
- Parents should be contacted should any questions or emergencies arise.

4. Disposal of Needles

- Where a student needs to administer medication by injection, they must ensure that used needles and properly disposed of. Parents must supply the correct disposal bins for same at the start of the school year, and will be required to arrange the safe and lawful disposal of same at the end of the school year.

Ratified by the Board of Management on 18th May 2023

Chairperson, Board of Management

Principal

Date of next review: May 2025 or sooner, if required.



ADMINISTRATION OF MEDICINES IN SCHOOLS

INDEMNITY

THIS INDEMNITY made the day of 20..... BETWEEN

.....

Lawful parent(s) or guardian(s) of _____, hereinafter called 'the parents'

of the One Part AND.....for and on behalf of the Board of Management of Presentation College, situated at Askea, O'Brien Road, in the County of Carlow (hereinafter called 'the Board') of the Other Part.

WHEREAS:

- 1. The parents are respectively the lawful father and mother or guardians of _____, a student of the above school.
- 2. The student suffers on an ongoing basis from the condition known as.....
- 3. The student may, while attending the said 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 said student's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW 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 and mother respectively of the said student. I HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said student's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

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

Name of parent: _____

Signature of parent: _____ Date: _____

Name of parent: _____

Signature of parent: _____ Date: _____



Presentation College

Carlow

SIGNED AND SEALED by the parents in the presence of: _____(name)

Signature of witness: _____

Date: _____

SIGNED AND SEALED by the said school authority in the presence of: _____
(name)

Signature of witness: _____

Date: _____