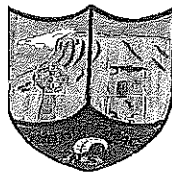


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## **Statement on the Administration of Medicines Rathcormac National School – 19408N**

This policy is formulated in accordance with guidelines issued by the Primary Schools' Managerial Bodies and the Irish National Teachers' Organisation.

### **Rationale:**

This statement was compiled to

- Clarify areas of responsibility
- Give clear guidance about the administration of medicines
- Indicate the limitations to any requirements which may be notified to teachers and school staff
- Safeguard school staff that are willing to administer medication.
- Protect against possible litigation.

### **Relationship to School Ethos:**

#### **Aims of this Policy:**

The aims and objectives of the policy can be summarised as follows:

- To minimise health risks to children and staff on the school premises
- To fulfil the duty of the Board of Management in relation to Health and Safety requirements
- To provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

#### **In –School Procedures:**

- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class.
- No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the Board of Management requesting the Board to authorise a member of the staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- The school generally advocates the self administration of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent.
- Parents are responsible for the provision of medication and notification of change of dosage.
- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

### **Long Term Health Problems**

Where there are children with long-term health problems in school, clearly understood arrangements for the administration of medicines must be made with the Board of Management.

The guidelines *Managing Chronic Health Conditions at School*, developed by the Asthma Society of Ireland, Diabetes Federation of Ireland, Brainwave the Irish Epilepsy Association and Anaphylaxis Ireland are used in the event of children presenting with such conditions. Healthcare and Emergency Plans are formulated in consultation with parent and on the advice of the child's doctor/ hospital nurse.

Parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child . If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

### **General guidelines for the Administration of Medicines**

- The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication.
- Parents must request the Board of Management to authorise the administration of the medication in school.
- Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult.
- A written record of the date and time of administration must be kept by the person administering it
- Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
- Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
- All correspondence related to the above are kept in the school.

## Medicines

- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA.
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management.
- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Certain emergency medicines must be readily accessible at all times. They are kept on the top shelf of the storage units near to the white board.
- Emergency medication must have exact details of how it is to be administered. In the event of an emergency situation for children with chronic illnesses, medication will be administered as per Health Plan and qualified medical assistance will be secured at the earliest opportunity and the parents contacted.

### Roles and Responsibilities:

The Board of Management has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Deputy Principal is the Safety Officer. She is the day-to-day manager of routines contained in the policy with the assistance of all staff members.

### Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria;

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers

Signed: Thomas Hever  
Fr. Tom Hever (Chairperson)

Date: 12/12/18