



# Melview National School

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Principal: Mary O'Boyle Deputy Principal: Sharon Mc Gee

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Approval: Mr. Jimmy O'Connor

Issued By: Ms. Mary O'Boyle

## Administration of Medicines 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 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. To this end, parents are asked to complete in full the medical section of the application form and update as necessary.

Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school. Written details are required from the parent/guardian to the Board of Management giving the name of the child, name and dose of medication; whether the child should be responsible for his/her own medication; the circumstances in which medication is to be given by the teacher and consent for it to be given; when the parent is to be notified and how she/he can be contacted. Where children are suffering from life threatening conditions (for example, nut allergy), 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 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.

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

Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.

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 an authorised adult.

A teacher should not administer medication without the specific authorisation.

No teacher can be required to administer medicine or drugs to a pupil. It must be done on a voluntary basis.

In emergency situations qualified medical assistance will be secured 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 as and when necessary.

Issued by the Board of Management of Melview National School - Jan 2015

Reviewed by staff in September 2017

Signed on behalf of the Board of Management:

Chairman: Mr. Jimmy O'Connor

Date: September 2017

Principal: Ms. Mary O'Boyle

Date: September 2017