***St. Joseph’s N.S., Ballyadams***

**POLICY ON 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 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.

• 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.  
• Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.  
• A teacher/staff member should not administer medication without the specific authorisation of the Board.  
• No teacher/staff member 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 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. It is the parent’s responsibility to check each morning whether or not the authorised teacher is in school, unless an alternative arrangement is made locally.  
• Where children are suffering from life threatening conditions (e.g. 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.   
• The family doctor should arrange for the administration of prescribed medicines outside of school hours.  
• Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.  
• 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.

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

This policy was reviewed in January 2018. It was ratified by the Board of Management on February 6th 2018.

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_