

## **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.

- ❖ Teachers take no responsibility to administer or monitor the taking of any medicine on school premises. This is the responsibility of parents.
- ❖ Parents may attend to their child's medical needs as appropriate.
- ❖ 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. A teacher should not administer medication without the specific authorisation of the Board.
- ❖ 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 where 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.
- ❖ The medicine should not be kept by the pupil but in a locked 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 written record of the date and time of administration must be kept.
- ❖ In emergency situations qualified medical assistance will be secured at the earliest opportunity.