

# **Tubber N.S.**

## **Administration of Medication Policy**

### **Introduction:**

An Administration of Medication policy was recently drafted through a collaborative school process and was ratified by the Board of Management.

### **Rationale:**

The policy as outlined was put in place to:

- a) Safeguard school staff that are willing to administer medication.
- b) Ensure the strictest guidelines and controls are in place and that clear instructions are available to staff.
- c) Protect against possible litigation.

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

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

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

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

- Minimise Health risks to children and staff on the school premises
- Fulfil the duty of the BOM in relation to Health and Safety requirements
- 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 Procedure:**

Parents are required to provide information of medical history when enrolling the child into the school. 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.

As a general rule, teachers should not be involved in the administration of medications to pupils. In exceptional circumstances where a teacher agrees to become involved in the administration of medication the INTO advises that:

- The parents of the pupils concerned should write to the board of management requesting the board to authorise a teacher to administer the medication. The request should also contain written instructions of the procedure to be followed in administering the medication.
- The board of management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised s/he should be properly instructed by the Board of Management.
- A teacher should not administer medication without the specific authorisation of the board.
- In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
- The Board of Management should inform the school's insurers accordingly.
- The board of management should seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.

Where the above procedure is put in place the board of management should give consideration to authorising another member of staff to administer the medication in the event that the regular teacher is absent from school.

Arrangements should also be made by the board for the safe storage of medication.

**Emergencies:**

In the event of an emergency, teachers should do no more than is 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.

Where a qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.

### **Roles and Responsibilities**

The B.O.M. has overall responsibility for the implementation and monitoring of the school policy on Administration of Medicine. The Principal 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.
- Ensuring the primary responsibility for administering remains with parents/guardians.

### **Ratification and Review:**

This policy was ratified by the B.O.M. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions but no later than September 2013.

### **Implementation:**

The policy will be implemented September 2010.