



*"Let the rooms be
full of happiness"*

*Scoil Íósaf National School,
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Administration of Medicine Policy

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1. Introduction:

An Administration of Medication policy has been in existence in the school since 2004. The policy was recently redrafted in 2019. The policy was reviewed in June 2020.

2. Rationale:

A procedure of administration is required should a child need medication during school hours.

Scoil Íósaf cherishes all children equally and if any child needs to take medication during school hours Scoil Íósaf would like to accommodate this child, also taking into account the rights and wishes of the school staff.

3. Aims of this Policy:

The aims and objectives of the policy are:

- To facilitate pupils in our school who need to take medication.
- To safeguard the rights of staff who may not wish to administer medication.
- This policy should act as a link between home and school regarding the administration of medication.

4. Guidelines:

Parents are required to inform the School of the Health/Medication needs of their child when enrolling. Similarly the school should be informed when Health/Medication needs arise in the life of a child. 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.

- Medicines will only be administered after parents of the pupil concerned have written to the Principal, acting on the Board's behalf, requesting a member of the teaching staff, or other staff, to do so. The Principal/Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- Requests for administration of medication should be renewed at the beginning of each school year.

- The school generally advocates the self-administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. A small quantity of medicines will be stored in the school if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication, notification of change of dosage and monitoring expiry dates.
- Where children are suffering from life-threatening conditions parents should outline clearly, in writing, what can and can't be done in an emergency situation with particular reference to what may be at risk to the child.
- In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- In addition, parents must ensure that class teachers are made aware, in writing, of any medical condition from which their child is suffering. For example children who are epileptics, diabetics, asthmatics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons. Certain medicines such as inhalers used by asthmatic children should be readily accessible at all times of the school day.

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.

5. First Aid Boxes:

A first aid box is kept in each individual classroom containing anti-septic wipes and assorted plasters. A first-aid kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

6. General Recommendations:

Scoil Íósaf recommends that any child showing signs of illness should be kept at home. Requests from parents to keep their children in at lunch break cannot be entertained on safety/supervision grounds.

7. Roles and Responsibilities:

The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Principal should be made aware of every child needing medication. Each class teacher should be aware of every child in his/her class needing medication. If a child needs daily medication and/or has a serious medical condition the class teacher must have a notice clearly displayed inside the classroom to notify any substitute or cover teacher. This notice should not name any child but state that there is a

child in the classroom that requires daily medication and/or has a serious medical condition e.g. allergy. It should advise any substitute or cover teacher to speak directly to the principal who then have the responsibility to inform substitute teachers of medical issues. The principal may nominate another member of staff to administer medication under this circumstance. Each teacher on yard duty should be aware of children who may need medication in an emergency. The Deputy Principal is the Health & Safety Officer and the replenishment of First Aid Boxes is overseen by the middle management within the school.

8. Success Criteria:

- This policy will provide parents and staff with clear guidelines about the Administration of Medication.
- It facilitates those pupils who need to take medication during school hours.
- Its success will be assessed by parents and teachers involved in these situations.

9. Ratification and Review:

Approved by BOM on _____ . It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

Signed: _____

Date: _____