



ADMINISTRATION OF MEDICATION

Statement of Practice

Introduction

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 teaching or administrative staff to personally undertake the administration of medication.

The school requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions later.

Medication in this policy refers to medicines, tablets and sprays administered by mouth and automatic injection devices (eg. anapen) used in cases of anaphylaxis.

Statement Content

1. Procedure to be followed by parents who require the administration of medication for their children

- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult where applicable and for ensuring that an adequate supply is available.
- Parents are further required to indemnify the Board and members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
- 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.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency, with reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

2. Procedures to be followed by the School

- The school, having considered the matter, may authorise staff members to administer medication to a pupil or to monitor the self-administration by a pupil.
- The school shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
- The school shall make arrangements for the safe storage of medication where required.

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the parents.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
- In emergency situations, staff should do no more than is obviously 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.
- Parents should be contacted should any questions or emergencies arise.

Holy Faith Secondary School

ADMINISTRATION OF MEDICINES IN SCHOOLS

THIS INDEMNITY made the day of 20..... between

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Lawful parent(s) or guardian(s) of _____, hereinafter called 'the parents' of the One Part and the Principal, for and on behalf of the Board of Management of Holy Faith Secondary School, situated at Belgrove Road in the County of Dublin (hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother or guardians of

..... a pupil of the above school.

2. The pupil suffers on an ongoing basis from the condition known as

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3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication

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4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

Now it is hereby and between the parties hereto as follows:

a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

SIGNED by the parents:

SIGNED by the school authority: