

St. Kevin's N.S. School Policy on the Administration of Medicines

Introduction:

The policy, contained herein, was formulated by the staff, Parents' Association Committee and Board of Management of St. Kevin's N.S. and follows the guidelines recommended by the Catholic Primary School Managers' Association (C.P.S.M.A.) and the Irish National Teachers' Organisation (I.N.T.O.).

Policy Aims:

To clarify the school's policy on the administration of medicines to pupils who require medication on an on-going basis; to relieve distress when pupils become ill at school. to provide a safe environment for our pupils and to safeguard them from unnecessary exposure to prescription and non-prescription medicines; to allay parents' concerns regarding the availability of medicines within the school.

Policy Content:

When a pupil is unwell the school will exercise the standard of care of a reasonable and prudent parent. It is extremely important that teachers are made aware of any medical condition suffered by any children in their class. Parents are asked to update each teacher on any relevant health information. Parents are also requested to update the school on emergency contact numbers. The numbers should include Parents'/Guardians' contact numbers, an emergency contact number if Parents/Guardians are unavailable and details/telephone number of the Family Doctor.

Medication for routine ailments (e.g. painkillers, cough medicine, inhalers, antibiotics etc)

A. When a pupil is well enough to attend school but still requires medication, it is preferable that such medication be administered outside of school hours. Where this is not practicable, parents/guardians are welcome to call to the school to administer medication at a specific time. Prior arrangements should be made with the class teacher and/or school secretary to minimize class disruption. School staff are not authorised to administer medication except with the express permission of the Board of Management.

B. Pupils should not bring painkillers or any other tablets/medicine to school and are not authorised to self-administer medication except in the case of inhalers (see c below). Any pupil who brings medicine to school poses a risk to other pupils who may take it.

C. Pupils who require inhalers and are capable of self-administration will be authorised to do so subject to written notification being provided by parents to the school. Pupils should keep the inhalers for their own personal use.

The administration of medicine to pupils with an on-going medical condition

A. Medication cannot be administered without the authorisation of the Board of Management.

B. The parent/s or guardian/s of the pupil concerned should provide a letter from a medical specialist to the Board of Management requesting the Board to authorise the administration of the medication.

C. All requests to the Board of Management will be considered on a case-by-case basis. If authorised by the Board, procedures for the administration of the required medication will be put in place in consultation with the parents.

D. No teacher is obliged to administer medication to a pupil.

E. Parents are required to complete an indemnity form in respect of any liability that may arise regarding the administration of the medication. Indemnity forms should be reviewed on an annual basis, as pupils' progress through the school.

E. It is the parent's responsibility to arrange a time with the class teacher at the start of every year, where they demonstrate to the teacher how the medication should be administered

F. Any proposed changes to the administration of medication, insulin pump, procedure of how medicines are to be administered etc. need to be made in writing to Board of Management by parents/guardians ten **school working days** weeks prior to proposed implementation.

Responsibilities for transferring medicines, equipment etc. if the class teacher is absent

- The SNA will take responsibility for transferring the necessary equipment, food and drink etc. for children with Type 1 diabetes if the teacher is absent through illness or on an EPV day.
- **If the class teacher is on an EPV day**, it is their responsibility to inform the teacher the child is going to of any specific medical needs etc. It is also their responsibility to transfer the required equipment etc. to the teacher minding the student and also to ensure it is returned to them.
- **If the class teacher is out through illness**-it is the responsibility of the teacher splitting the class to ensure the required medical equipment etc. is transferred to the teacher minding the student. However, it is the class teacher's responsibility to ensure it is returned to them. It is the class teacher's responsibility to ensure they have clearly marked on the split list any child with medical needs and the equipment that will need to be transferred with the child in their absence