

Scoil Cholmáin, Corkbeg, Whitegate, Co. Cork

Roll Number – 119921

Tel: (021) 4661622

Email: office@whitegatens.ie

Website: www.whitegatens.ie

Administration of Medication Policy

Introduction:

As the health needs of our students can occasion the administration of medication during the school day we have formulated the following policy.

The policy as outlined was put into place to:

- a) Safeguard school staff who are willing to administer medication
- b) Ensure that 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 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 home-school links.

Aims of this Policy:

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

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regulated administration has been agreed with the parents/legal guardians

In – School Procedures

Parents are required to inform the school of any known medical conditions when enrolling their child/children in 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.

- The school generally advocates self administration of medicine (e.g. inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent.

Scoil Cholmáin, Corkbeg, Whitegate, Co. Cork

Roll Number – 119921

Tel: (021) 4661622

Email: office@whitegatens.ie

Website: www.whitegatens.ie

- Prescribed medicines will only be administered to a pupil by a member of staff, at the request of the parent/ legal guardian. The Board will seek indemnity from parents/ legal guardians in respect of any liability arising from the administration of medicines
- A small quantity of prescription medicine will be stored in the school under the strict care of a designated SNA/teacher if a child requires administration in school on a daily and/or occasional/emergency basis and where parents have requested storage facilities. Parents are responsible for the provision of the in date medication, notification of change of dosage and communication regarding the child's medicinal needs with their GP/Consultant.
- Under no circumstances will non-prescribed medicines be either stored or administered in school

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 no qualified medical treatment is available, and circumstances warrant immediate medical attention, an ambulance and/or doctor are called without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that the Principal is made aware in writing of any medical condition from which their child is suffering. For example children who are diabetic, epileptic etc. or may have a seizure at any time, teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons. A current list of students who suffer from conditions of which staff members must know will be displayed in the office and staffroom.

Written details are required from the parents/legal guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also clearly outline proper procedures for children who require medication for life threatening conditions. Relevant agencies such as Brainwave, Enable Ireland or COPE are consulted for inservice and advice.

Scoil Cholmáin, Corkbeg, Whitegate, Co. Cork

Roll Number – 119921

Tel: (021) 4661622

Email: office@whitegatens.ie

Website: www.whitegatens.ie

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. The school newsletter regularly reminds parents to inform the Office of any changes of contact details.

First Aid Boxes:

First Aid boxes are kept in the Office. These will contain antiseptic wipes, sticking plasters, cotton bandages, cream for burns, disposable gloves and scissors. A First Aid Kit will be taken when children are engaged in out of school activities such as tours, hurling/football games and athletic activities.

General Recommendations:

We recommend that any child showing signs of illness should be kept at home. Requests from parents to keep their children in at lunch break are not acceptable due to supervision requirements. A child too sick to play with peers should not be in school.

Roles and Responsibilities:

The Board of Management has overall responsibility for the implementation and monitoring of the school's policy on the Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The maintenance and replenishment of the First Aid boxes is one of the duties of the Staff Safety Representative.

Success Criteria:

The effectiveness of the school policy in its current 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/staff
- Ensuring the primary responsibility for administering medicine remains with the parents/guardians

Scoil Cholmáin, Corkbeg, Whitegate, Co. Cork

Roll Number – 11992I

Tel: (021) 4661622

Email: office@whitegatens.ie

Website: www.whitegatens.ie

Ratified by the Board of Management on _____

Signed: _____

Chairperson, Board of Management

The policy will be reviewed in the second term 2024 or before this if legislation affects this statement's content.

Scoil Cholmáin, Corkbeg, Whitegate, Co. Cork

Roll Number – 11992I

Tel: (021) 4661622

Email: office@whitegatens.ie

Website: www.whitegatens.ie

ADMINISTRATION OF MEDICINES IN SCOIL CHOLMÁIN, WHITEGATE NATIONAL SCHOOL, Roll Number 11992I

INDEMNITY

THIS INDEMNITY made on(date) BETWEEN

.....
(Lawful parents/legal guardians)

AND.....
(Principal, for and on behalf of the Board of Management of Scoil Cholmáin, Whitegate N.S.)

WHEREAS:

1..... is a pupil of this school

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

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

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

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

Scoil Cholmáin, Corkbeg, Whitegate, Co. Cork

Roll Number – 11992I

Tel: (021) 4661622 Email: office@whitegatens.ie Website: www.whitegatens.ie

a) In consideration of the Board of Management entering into this Agreement, the parents/ guardians of the said pupil, HEREBY AGREE to indemnify and keep indemnified the Board, the said pupil's class teacher and/or SNA and the Principal of the school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

SIGNED by both parties in the presence of a WITNESS:

.....

.....

..... (Witness)