

# Gaelscoil de hÍde

MAINISTIR FHEARMAI, CO. CHORCAI

Príomh Oide: S. Mac Gearailt

Fon: (025) 31217 - Fax: (025) 30899

E-mail: gaelscoildehide@eircom.net

Suíomh Idirlín: [www.gaelscoildehide.com](http://www.gaelscoildehide.com)



## Administration of Medicine

### ADMINISTRATION OF MEDICATION POLICY

### Gaelscoil de hÍde

#### *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

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teacher's Organisation

#### *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 school staff to personally undertake the administration of medication.

The Board of Management of Gaelscoil de hÍde 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 at a later date

Medication in this policy refers to medicines, tablets and sprays administered by mouth only

## **Policy Content**

### **Procedure to be followed by parents who require the administration of medication for their children**

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication
- 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 the Príomhoide/Príomhoide-Tánaisteach and for ensuring that an adequate supply is available
- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- 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 situation, with particular 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

### **Procedures to be followed by the Board of Management**

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil
- The Board or the Príomhoide acting on behalf of the Bórd Bainistíochta will ensure that the authorised person is properly instructed in how to administer the medicine
- The Board or the Príomhoide acting on behalf of the Bórd Bainistíochta shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- The Board or the Príomhoide acting on behalf of the Bórd Bainistíochta shall inform the school insurers accordingly
- The Board or the Príomhoide acting on behalf of the Bórd Bainistíochta shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence
- Training will be provided as required from time to time to staff members

### **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 under strictly controlled guidelines 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 Board of Management. However the Príomhoide may act on behalf of the Bórd Bainistíochta to provide this authorisation pending the Bord's approval
- 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 that 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
- Pupils' medical needs are catered for on educational visits and school trips

### **Accident Procedures**

Accidents occur despite supervision. Minor accidents are treated at school. Slight cuts and grazes are treated by cleaning with wound wash. Parents are requested to inspect the wound when the child comes home from school.

In the event of an accident/child becoming ill, every possible effort will be made to contact the pupil's parents or the persons delegated to take responsibility for the pupil. Parents are requested to supply an emergency number for such circumstances.

The school will not accept responsibility for any medical expenses incurred. All pupils are covered under the 24 hour pupil cover offered to pupils enrolled in the Book Rental/School costs scheme. If you are not in this scheme please ensure that you have paid for the insurance before the 30<sup>th</sup>. of June each year.

**Ratified by Board of Management on \_\_\_\_\_**      **Dáta : \_\_\_\_\_**

**Sínithe \_\_\_\_\_ (Cathaoirleach) Review Date :Jan 2018**

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**Dear Doctor**

The Board of Management of Gaelscoil de hÍde requests that the information required in Form 1 be provided, relating to medication which is administered to students during school hours.

The parents /guardians of ..... have been asked to return the information to the school and to advise of any changes to this regime in the future.

Many thanks for your co-operation in this matter  
Mise le meas,

\_\_\_\_\_  
*Seán Mac Gearailt (Príomhoide)*

## Form 1 to be completed by doctor in respect of medicine(s) to be administered at school

Name of Student: .....

Name of Medication: .....

Why is this medication required:

.....

.....

Time medication should be administered: .....

Dosage to be administered: .....

Additional Information (eg. to be taken after meals,etc).....

Signed: ..... Dáta: \_\_\_\_\_

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For parent/guardian

I, ..... Parent/guardian hereby authorise the nominated staff member to administer the medicine(s) in accordance with prescription.

Signed : \_\_\_\_\_ Parent/Guardian

Dear Parents / Guardians

## Concerning pupils receiving medication during school hours

As the number of students receiving medication during school hours has increased, we have had to revise our policy and protocol for the administration of medication.

As you are aware, we do not have any trained medical personnel on staff. Certain members of staff have agreed to administer necessary medication to a number of students with the approval of the Board of Management. However, the school must have full written details of how this should be done.

Please have your doctor complete the attached (Form 1) to give us full details of the medication prescribed for your child. It is also necessary to complete attached form seeking permission to administer the medication in school.

### It is important to note that:

- Only medication to be inhaled or administered orally will be administered in school
- Diabetic children will be supervised while they administer their medication. In an emergency a member of staff will follow parental instruction to administer the necessary medication. Staff will receive training in advance.
- Any changes in instructions should be notified in writing to the school
- Parents are asked to ensure the safe delivery of medication to school staff directly. Please do not ask children to carry or deliver medication without discussing this with the principal
- It is the responsibility of the parents to ensure the continuing supply of medication
- Any medicines remaining at the end of the school year will be returned to parents
- If you have any queries in relation to this matter, please do not hesitate to contact us

Is mise, le meas

\_\_\_\_\_  
Seán Mac Gearailt (Príomhoide, Gaelscoil de hÍde)

