



# Loreto Secondary School, Balbriggan

## ADMINISTRATION OF MEDICATION POLICY

### 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 Board of Management 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 and automatic injection devices (eg. anapen) used in cases of anaphylaxis.

### Policy Content

#### **1. Procedure to be followed by parents (namely the lawful father and mother or lawful guardian(s)) who require the administration of medication for their child**

- The parents should write to the Board of Management requesting the Board to authorise appropriate staff members to administer medication to the pupil or to monitor self-administration of the medication.
- Parents are required to provide written instructions detailing the pupil's name; the procedure to be followed in the administration, including but not limited to dosage amount and frequency, and storing of the medication.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to an appropriate member of staff and for ensuring that the smallest possible yet adequate supply is available for administration to the pupil.
- 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. 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.

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

- The Board, having considered the request, may authorise members of staff to administer medication to a pupil or to monitor the self-administration by a pupil.

- The Board will ensure that the authorised members of staff are informed of the pupil and properly instructed in how to administer the medicine concerned.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication and develop procedures for the administration of medication in the event of the absence of the members of staff designated at (1) above.
- The Board shall retain a written record of the date, time and details of all medication administered in the School

### 3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- The medication should be self-administered if possible and under the supervision of an authorised staff member. 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.
- 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 / provided by the staff member who administered the medication to the Board (see above).
- 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.

Signed:  Chairperson, Board of Management

Signed:  Principal/Secretary, Board of Management

This policy was ratified by the Board of Management on 5<sup>th</sup> March 2018

# ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

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

.....  
Lawful father and mother or lawful guardian(s), hereinafter called 'the parents', of  
\_\_\_\_\_, of the One Part

AND **Ann Marie McDonough, Principal**, for and on behalf of the Board of Management of Loreto Secondary School, Balbriggan 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.....

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

.....  
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 AGREED by 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 or guardian(s) 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, members of staff designated and/or authorised by the Board to administer medication or to monitor self-administration 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.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the parents in the presence of:

SIGNED AND SEALED by the said school authority in the presence of: