

Administration of Medicines: Managing Chronic Health Conditions at School

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 teachers 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 later.

Medication in this policy refers to medicines, tablets and sprays administered by mouth and to use of an Epi Pen.

Policy Content

1. 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/Principal requesting that provision be made for administration of the medication or the monitoring of 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 a responsible adult 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.
- 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 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. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- 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.
- Detailed notes provided by parents will be kept in the class teacher's folder. Summary directions will be displayed on the clipboards beside the 1st Aid boxes and in the staffroom.

3. Further Notes:

- Medicines must stay in school during term time – in the event of medicine not being in place the student must remain at home until the medicine is provided.
- Medicines must be in date – in the event of medicines being out of date the student must remain at home until the medicine is replaced.
- Medicines must be kept in a secure, unlocked 1st Aid box in the child's classroom – requests to return medicine daily or to keep medicine in a child's bag cannot be facilitated.
- Medicines are returned to parents before school holidays and parents are requested to update their child's Healthcare Plan if needed.
- Medicines must be returned to school directly after any holiday period.
- Risk Assessments are carried out prior to any out-of-school visit – See agreed school form: 'Field Trips'.

Policy Ratified and approved by B.O.M. 3rd of July 2023

Michael Duffy

Chairperson

Waterford ETNS

Administration of Medicines in Schools – Indemnity Form

Student's Name: _____

This form is an agreement, between the legal guardians of the pupil named above and the Board of Management of Waterford Educate together National School.

Purpose of This Agreement:

1. The parents are the legal guardians of [Student's Name above], a student at the school.
2. The student has a medical condition detail below:
3. The student may need the following medication in an emergency while at school:
4. The parents agree that this medication can be given by the student's teacher, or another designated staff member assigned by the Board.

Agreement:

To allow school staff to assist with emergency medication, the parents agree to:

- Take full responsibility for any risks involved in giving or not giving the medication.
- Understand that school staff are not medical professionals but will do their best to help in an emergency.
- Provide the medication in its original packaging, clearly labelled with the student's name and dosage instructions.
- Inform the school about any changes in the student's medical condition or medication needs.

Signed by the parents/guardians:

Parent/Guardian 1: _____ Date: _____

Parent/Guardian 2 (if applicable): _____ Date: _____

Signed on behalf of the Board of Management:

Name: _____ Position: _____

Signature: _____ Date: _____