

Policy for Administration of Medication in School

Purpose

The primary purposes of this policy are to ensure that:

1. All parents/guardians are aware of their responsibilities should the administration of medication to pupils be required during the course of school activities.
2. All pupils are protected from the potential misuse of medication;
3. All staff are aware of their right to refuse to administer medication
4. The Board of Management of the School and the School staff are protected from litigation in the case of misadministration.

Policy

Administration of Medication

The Board of Management of the School request that, wherever possible, medical practitioners would arrange times for the administration of medication such that they don't coincide with the conduct of school activities.

However, in the event that the administration of medication is necessary for a pupil during the course of school activities, the following principles should apply:

- Medication must be administered preferably by the pupil's parent or guardian who may come to the School with the medication at a designated time.
- If the pupil's parent or guardian is not in a position to attend at the School for this purpose, medication must be administered by the pupil in the presence of an authorised adult. The Board before granting a request to facilitate the self-administration of medication will ascertain that authorised adults feel confident that a pupil can competently self-administer such medication.
- Where neither of the above options are possible the Board of Management of the School may authorise all adult members of the School staff who are willing to administer medicines to do so in emergency situations or in circumstances where the self-administration of medication is not possible by virtue of the minor's age and ability or in the case of a pupil with Special Needs.
- No person can be required to administer medication to a pupil.
- In emergency situations authorised adults should do no more than is considered to be appropriate in order to dissipate the pupil's distress or prevent irreparable harm. Qualified medical treatment should be secured at the earliest opportunity
- All incidences of the administration of medication by a pupil or an authorised adult must be recorded.

Storage of Medication

- medication is given by a pupil's parents/guardian directly to an authorised adult and stored securely
- medication should be accessible only by the particular pupil to whom it relates and only under supervision

- Pupils must not attend school with medication in their possession. Parents must contact the school if their child requires medication during school hours and medication should be given to the teacher or a member of the school staff.
- Parents/guardians are responsible to ensure medications kept in the school are up to date and to replace them as necessary.

Administration of Medicines Indemnity Agreement

The Board of Management of the School will seek the provision of executed indemnities in the format set out in Appendix 1 hereto in respect of every pupil enrolled at the School in relation to liability arising from the administration of medication and requisite information must be obtained from parents'/guardians and retained in compliance with data protection guidelines.



Administration of Medicines Indemnity Agreement

THIS INDEMNITY made the _____ **BETWEEN** the (lawful father and mother/guardian) (hereinafter called the 'parents'/guardian') of _____ (hereinafter called 'the minor') of the One Part **AND** St Andrew's National School Lucan for and on behalf of the Board of Management of the School of the Other Part.

WHEREAS:

1. The minor is a pupil enrolled in the School which is managed by the Board of Management.
2. The minor suffers on an ongoing basis from the condition known as _____ (insert name of condition – please only complete this particular section of the Agreement where the minor has been diagnosed as suffering from a condition requiring medication) and the parents understand that they must inform the Board of Management in writing of the minor's condition, details of their medication and dosage and the contact details of the minor's medical team and the parents acknowledge their ongoing responsibility to keep the Board of Management advised in writing of any changes to these details.
- 3 The minor's parents acknowledge that minors are not permitted to carry medication whilst engaging in School activities without the consent of the Board of Management and the parents acknowledge that such medication will be confiscated and the minors parents will be contacted.
- 4 The minors parents direct that where possible, medication should be self-administered by the minor under adult supervision, however, the minor's parents advise that whilst engaging in School activities, the minor may require the administration of medication in emergency circumstances or in circumstances where the self-administration of medication is not possible by virtue of the minor's age and ability and the minor's parents have directed that the said medication must, in such circumstances, be administered by an authorised adult member of the said minor's School as it is absolutely necessary to ensure the wellbeing of the minor and the minor's parents will be notified of the emergency administration of the medication by telephone as soon as possible thereafter and the minors parents will be notified in writing in terms and at intervals to be agreed between the Board of Management and the minors parents of the administration of medication in circumstances where the self-administration of medication is not possible by virtue of the minor's age and ability. The minors parents acknowledge that this facility is provided on a purely voluntary basis and without any obligation whatsoever on the Board of Management of the School and the authorised adult member of the School and the minor's parents understand that these parties are not medically trained and that responsibility for compliance with expiry dates related to medication and the compilation and retention of necessary records rests entirely with the minor's parents.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows: In consideration of the Board of Management of the School entering into the within Administration of Medicines Indemnity Agreement, the minors parents **HEREBY INDEMNIFY AND KEEP INDEMNIFIED** the Board of Management of the School and the authorised adult member of the School in respect of all liabilities, losses, claims, demands, actions or proceedings howsoever arising out of or in the course of or caused directly or indirectly by the administration of the said medication by or to the minor or the failure to administer the said medication and by the presence of the medication on any premises within the control of the Board of Management of the School.

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

SIGNED & SEALED by _____ (the minors father/guardian) & _____ (the minors mother/guardian) in the presence of _____ (witness) and _____ (witness)

SIGNED & SEALED _____ (By the representative of the Board of Management of the School in the presence of: _____ (Witness)