



February 2016

ADMINISTRATON OF MEDICATION TO PUPILS

The Board of Management requests parents to ensure that teachers be made aware, in writing, of any medical condition suffered by children in their class. Non prescriptive medicines will neither be stored nor administered to pupils and prescribed medicines if at all possible should be taken outside of school hours. No teacher can be required to administer medicines or drugs to a pupil.

Where a teacher is willing (this should be confined to emergency situations only) he/she should not do so without the authorisation of the Board of Management. The Board will give this authorisation following consideration of a written request from parents.

Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of Staff to administer the medication in school.

Written details are required from the parent/guardian to the Board of Management, giving the name of the child, name and dose of medication, whether the child should be responsible for his/her own medication, the circumstances in which medication is to be given by the teacher and the consent for it to be given.

Where children are suffering from life threatening conditions, parents should outline clearly, in writing, what can and can't be done in particular emergency situations with particular reference to what may be a risk to the child.

Parents are further required to sign an Indemnity Form to indemnify the Board and authorised member 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 in writing with clear instructions of the procedure in storing and administration of the new medication.

Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

Requests for administration of medicines must be renewed at the beginning of each school year.

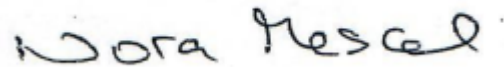
This Policy will be reviewed when necessary.

Signed



Board of Management of Scoil Mhuire

- **February 2016**



Principal of Scoil Mhuire

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