

Plean Scoile
St Fiacc's NS

Administration of Medication Policy



Formulated/Ratified/Reviewed	By
Reviewed 4/10/2017	Staff
Ratified 26/10/17	BOM

Signed Chairperson BOM

Liv Dooley

St Fiacc's Administration of Medication Policy

A. Framework.

The Principal and Staff Teachers, following consultation with the parents, together with the BOM, will be responsible for the implementation of this Policy.

It will be the responsibility of the Principal Teacher to co-ordinate a review of this Policy.

B. Administration of Medication Policy.

1. Responsibility for Administration of Medication.

Parents are very welcome to St Fiacc's to administer medicines to their children during the school day.

No staff member of St Fiacc's will administer non prescription or prescription medicine without a prior request in writing being made by a particular child's parents/ guardians and the specific authorisation of the Board of Management. No teacher can be required to administer non-prescriptive or prescribed medicines to a pupil. 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.

2. Writing a Request.

The letter requesting that medicine be administered will contain the following

- Child's full name and address
- The name of the medication to be administered
- The exact dosage and time of administration
- Signature of parent \ guardian

Each application will be considered separately and a decision will be made following consultation between the Principal, class teacher and parent \ guardian, with a note of the request and decision and all correspondence being kept on the child's file. Further written information may be sought from the pupil's GP (General Practitioner).

3. On Approval.

When administration of medication has been approved for a child during the school day. The following procedure will be used:

- Parents are responsible for the provision of medication and should normally keep account to ensure that medication is available
- Medication should be sent to the office and will be kept in a safe place. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- Medication will be administered from the office. Medicine should be self-administered if possible, under the supervision of an authorised adult.
- Where there are changes in dosage or time of administration, parent \ guardian or other person designated by the parent \ guardian, should write a letter requesting these changes
- It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.
- Request for administration of medication should be renewed at the beginning of each school year.
- Where children are suffering from life threatening conditions, parents should outline in clear writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be of risk to the child.

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- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, given the name of the pupil.
- Changes in prescribed medicine (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.
- Anapens are stored on an easily reachable shelf in the Staff Room. They are stored in a clearly labelled box. If a child suffers an anaphalactic reaction, the procedure is as follows:
 - 1) Diall 999
 - 2) Give adrenalin
 - 3) Stay with child
 - 4) Check Airways, Breathing, Circulation
 - 5) Contact Guardians

4. Record Keeping.

A record of date and time of administration will be kept in the office. In emergency situations qualified medical assistance will be secured at the earliest opportunity.

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

**ST FIACC'S
Graiguecullen, Carlow**

Request for administration of Medication

Name of Child _____

Address _____

Name of Medication _____

Exact dosage and time of administration

I, _____ request _____ or _____
to administer the above medicine at the time stated above.

I agree to indemnify The Board of Management of St Fiacc's and the authorized person(s)
listed above in respect of any liability that may arise regarding the administration of the
medicine listed above.

I have read and agree to abide by the terms of St Fiacc's's administration of medicine policy
(attached).

Signed _____

Date _____