

Code of Administering Medication

Introductory Statement:

This policy was formulated by the staff of Knockminna National School on 11/12/2001 and presented and ratified by the Board of Management in the school year 2001/2002. It was re-ratified at a Board meeting on 09/06/'08 and reviewed by the staff again on 24/10/2017.

Rationale:

In order to ensure the safety of every child attending our school it was necessary to formulate a policy outlining the procedures in relation to the use of medication of all descriptions. This policy will also serve to protect and indemnify any teacher with regard to administering medication.

Relationship to school ethos:

Knockminna National School aims to provide a safe environment for all pupils in which to learn, work and play.

Aims:

- ❖ To clarify procedures relating to administering medication.
- ❖ To provide a safe environment for all pupils attending Knockminna National School.

Content of Policy:

- ❖ It is the policy of the Board of Management of Knockminna National School that the school will not be involved in the administration of medication to pupils except in exceptional circumstances.
- ❖ The parents or guardians of any pupil concerned will write to the B.O.M. requesting the Board to authorise a staff member(s) to administer the medication.
- ❖ The request will also contain clear written instructions of the procedure to be followed when administering the medication.
- ❖ The Board of Knockminna may authorise any staff member to administer medication to a pupil.

- ❖ Upon authorisation, the Parent(s) will then supply the school with the correct medication and ensure that it will be kept in date. It will be placed in the school in a secure, safe place.
- ❖ No child may bring and administer their own medication without following procedures outlined above.
- ❖ In the event of a senior child needing medication, they may self-medicate, once the parent has informed the school in writing that this is necessary during school hours and also states that the child is competent in administering their own medicine.
- ❖ All medication will be kept in a secure, safe place.
- ❖ Staff will exercise the same care as any responsible parent, when administering medication.
- ❖ The school insurers, Allianz, will be informed when a written application has been made to the B.O.M. requesting authorisation for a staff member to administer medication.
- ❖ The Board will seek an indemnity from the parent/guardian in respect of any liability that may arise regarding administration of medicines.
- ❖ Administration of a child's medication will automatically transfer to the other teachers in the event that the class teacher is absent from school with a copy of the written instructions for administration being available in the relevant child's file and/or on the staff notice board as deemed appropriate and warranted.
- ❖ Parents should always make the school aware if a child is taking medication.

Roles and Responsibilities

1. It is any given teacher's role to administer medication to a particular child/children when authorised by the B.O.M. to do so.
2. It is the same teacher's role, to follow to the best of their ability, the written instructions of the procedure to be followed, as sent to the Board by the parent(s) of the child requiring medication.
3. It is the B.O.M.'s role to satisfy themselves that staff intervention is an absolute necessity and that the correct steps are taken to protect all members of their staff.
4. It is the role of the parent(s) to inform the school/ B.O.M. that their child/ren require medication and to ensure that written instructions are clear and unambiguous when seeking authorisation for a staff member to administer the medication. When such authorisation has been granted, it is also the parent(s) responsibility to supply the school with the correct medication and ensure that it is always in date.

5. It is the Principal's role to ensure that good practice is carried out and adhered to.

Review

This policy will be reviewed when it has been implemented and the need arises.