



**Monkstown Educate Together**  
**National School**

# **Administration of Medication Policy**

**Monkstown Educate Together N.S.**

**May 2018**

## Contents

1. Introduction.....	3
2. Rationale.....	3
3. Relationship to School Ethos.....	3
4. Aims of this Policy.....	3
5. In-School Procedures .....	3
6. Emergencies.....	4
7. First Aid Boxes: .....	5
8. General Recommendations: .....	5
9. Roles and Responsibilities: .....	5
10. Success Criteria:.....	5
11. Ratification and Review: .....	5
12. Implementation: .....	5

## **1. Introduction**

This Administration of Medication policy was recently redrafted through a collaborative school process. This document includes the following appendices:

Appendix 1: Administration of Medication Form

Appendix 2: Administration of Medications Indemnity

## **2. Rationale**

The policy as outlined was put in place to;

- a) Safeguard school staff who are willing to administer medication
- b) Ensure the strictest guidelines and controls are in place and that clear instructions are available to staff
- c) Protect against possible litigation

## **3. Relationship to School Ethos**

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

## **4. Aims of this Policy**

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the BoM in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parent(s)/guardians though a request will be made of parents that medical practitioners would arrange times for medication so that they don't coincide with school time.

## **5. In-School Procedures**

Parents are required to complete a Health/Medication form when enrolling their child/ren in the school if their child has a medical condition. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of the teaching staff to do so.

- Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent.

## **6. Emergencies**

In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions. See form attached.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.

## **7. First Aid Boxes**

A first aid box is kept containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. A full medical kit is taken when children are engaged in out of school activities such as tours and athletic activities.

## **8. General Recommendations**

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with their peers should not be in school

## **9. Roles and Responsibilities**

The BoM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Deputy Principal is the Health & Safety Officer and the maintenance and replenishment of First Aid Boxes is the responsibility of the school secretary.

## **10.Success Criteria:**

The effectiveness of the school policy in its present form is measured by the following criteria;

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

## **11.Ratification and Review**

This policy was ratified by the BoM in May 2018. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2023.

## **12.Implementation**

This policy has been implemented since September 2018.

**Appendix 1:**

**ADMINISTRATION OF MEDICATION FORM**

CHILD'S NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_ CLASS TEACHER: \_\_\_\_\_

**EMERGENCY CONTACTS:**

1) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

2) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

3) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHILD'S DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

DIAGNOSED CONDITION: \_\_\_\_\_

**PRESCRIPTION DETAILS:**

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**MEDICATION STORAGE AT SCHOOL**

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WHAT SYMPTOMS WILL BE DISPLAYED WHICH REQUIRE MEDICATION?

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ACTION REQUIRED BY SCHOOL STAFF(INCLUDING NAMES OF STAFF)

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POSSIBLE SIDE EFFECTS

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ACTION IF MEDICATION IS NOT TAKEN/FORGOTTEN

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I ACCEPT THAT THE BOM OR STAFF ARE NOT RESPONSIBLE IN RESPECT OF ANY LIABILITY THAT MAY ARISE REGARDING THE ADMINISTRATION OF MEDICATION.

Parent/Guardian:\_\_\_\_\_Date\_\_\_\_\_

Parent/Guardian:\_\_\_\_\_Date\_\_\_\_\_

I have read the above information and agree to administer the medication.

Staff:\_\_\_\_\_Date\_\_\_\_\_

Staff:\_\_\_\_\_Date\_\_\_\_\_

Staff:\_\_\_\_\_Date\_\_\_\_\_

Staff:\_\_\_\_\_Date\_\_\_\_\_

## Appendix 2:

### ADMINISTRATION OF MEDICINES INDEMNITY

THIS INDEMNITY made the day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_ BETWEEN

\_\_\_\_\_(lawful parent(s) or guardian of) of

\_\_\_\_\_ (hereinafter called 'the parents') of the One Part AND

\_\_\_\_\_ for and on behalf of the Board of Management of  
Monkstown Educate Together National School (METNS) situated at Kill Avenue, Dun Laoghaire in  
the County Dublin of (hereinafter called 'the Board') of the Other Part.

#### WHEREAS:

1. The parents are respectively the lawful father, mother or guardian of \_\_\_\_\_, a pupil of METNS.
2. The pupil is suffering from the condition known as \_\_\_\_\_.
3. The pupil while attending Monkstown Educate Together National School may require the administration of medication in the event of an allergic reaction.
4. The parents have agreed that the said medication may, be administered by the said pupil's classroom teacher and/or such other designated member of staff of the METNS, as per the Administration of Medication/Monitor Medical Condition Form attached hereto.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

- a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother or guardian, respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality of the foregoing the said pupil's class teacher or other designated member of

staff and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

SIGNED by the parents/guardian in the presence of:

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SIGNED by the Principal on behalf of the board of management in the presence of:

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