



Statement of -The administration of medicines in Scoil Fhionáin

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines.

The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

- Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of Board of Management.
- Parents of pupils requiring regular medication during school hours should write to the Board to request 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 medications; the circumstances in which medication is to be given by the teacher and consent for it to be given; when the parent is to be notified and where she/he can be contacted. 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.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- 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 child. 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, where clear written instruction for administration, giving the name of the pupil.
- Such medicine should be kept out of reach of pupils.
- No teacher can be required to administer medicine or drugs to a pupil if they are unwilling to do so.
- A teacher should not administer medication without the specific authorisation of the Board.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- When a child requiring regular prescribed medicine goes on a school outing a parent/guardian must, when requested, accompany the child to administer such medicine.

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- Changes in prescribed medication (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.

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

The policy will be reviewed as and when necessary.

Board of Management of Kilfinane National School – ~~February 2014~~

March 2023

Signed: Máire Keenan Chairperson BOM

Bridgette Cahill (Principal)

Date: 14 March 2023

16 March 2023