

# Scoil Naomh Aindriú



St. Andrew's N.S.  
Newcourt Road, Bray, Co. Wicklow  
Telephone: (01) 2867161  
Email: [info@standrewsbray.ie](mailto:info@standrewsbray.ie)  
Uimhir Rolla – 13597M



## School Policy and Procedures for Administration of Medication in School

While teachers have a duty of care towards their pupils and take such responsibilities very seriously, acting as a prudent and wise parent would do, advice from Management Bodies and Teacher Unions places restrictions on the administration of medication within schools. In summary this advice is that:

Under The Education Act (1998) and Regulations of the Department of Education and Skills, the school's Board of Management is the body charged with the direct governance of the school. Accordingly the Department of Education and Skills (DES) cannot direct any member of the school's Board of Management or teacher to administer medical treatment to pupils or take actions and procedures normally carried out by medical professionals such as doctors and nurses.

Any teacher who is willing to administer medication does so under strictly controlled guidelines, namely that s/he is fully confident that the administration is safe and that clear instructions on dosage and use are provided to the teacher concerned.

Procedures which must be followed:

Parent/Guardian of child(ren) writes to the Board of Management (B.O.M.) requesting the B.O.M. to authorise a teacher or other designated staff member to administer the medication. This must contain written instructions on dosage and manner of administration and should also, where appropriate, contain advice on possible symptoms of a pending attack or illness of the pupil concerned.

Having considered the request the B.O.M. may authorise a staff members to administer the medication following instruction from the parent/guardian in the presence of a board member.

Staff members may not administer medication without specific approval from B.O.M.

The school's insurers must be notified of this approval.

The B.O.M. is also required to seek an indemnity from parents/guardians in respect of any liability that may arise regarding the administration of the medication.

Medication must be stored in a secure location.

It is the responsibility of parents/guardians to ensure that medication is in date.

It is school policy that parents/guardians instruct staff re: procedures to be followed in cases of emergencies such as epilepsy, anaphylactic shock syndrome or diabetes. In cases such as these the school may require written instructions from a medical practitioner.

On entry to the school all parents/guardians are required to complete forms containing their contact details plus information regarding any medical conditions/illnesses which their children may have.

**Staff members should not administer ANY medication without the specific authorisation of the B.O.M. This includes over the counter medication.**

If your child suffers from any condition requiring medication please collect the appropriate forms, i.e. Form A for Staff Administered Medication, Form B for Self-Administered Medication (by the pupil), immediately from the school office, fill them in & return to the school secretary as soon as possible. Please note that exact doses and means of administration must be stated. Under some circumstances a doctor's/hospital's note may be required. This procedure of filling in forms will have to be repeated each school year.

These forms will then be put forward for consideration/ratification by the Board of Management. Our insurers will be notified in the case of this approval.

The teacher concerned will be informed when permission for the administration of medication is given.

**The onus is then on parents/guardians to inform teachers/staff how to administer medication or to ensure that their child is able to self medicate.**

**Ratification and Review 21<sup>st</sup> October 2011**

**St Andrew's National School Board of Management**