



Naas C.N.S. Policy on the Administration of Medicines

While the Board of Management (or Single School Manager) has a duty to safeguard the health & 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 Single School Manager 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 the Single School Manager
- The medicine should not be kept by the pupil but in a locked cupboard out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- The medicine should be self administered if possible, under the supervision of an authorised adult.
- A written record of the date and time of administration must be kept.
- A teacher should not administer medicine or drugs to a pupil.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- Parents of a pupil requiring regular medication during school hours should write to the Board of Management to authorise a member of staff to administer the medication in school.
- Written details are required from the parent / guardian to the Single School Manager giving the name of the child, name and dose of medication; 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 he/she can be contacted. It is the parents / guardians 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 / guardians 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 / guardians are further required to indemnify the Single School Manager and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Manager 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 Manager for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent / guardian with clear written instructions for administration, giving the name of the pupil.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions for the procedure to be followed in storing and administering the new medication.

Parents / guardians should ensure that these procedures are clearly understood before submitting any request to the Single School Manager.

Monitoring / Evaluation / Review

- Policy is revised annually or at other times if deemed necessary.

Signed on behalf of Naas C.N.S.

Signed: _____

Date: _____