



ADMINISTRATION OF MEDICINES POLICY

Chairperson of the Board of Management

Principal

Date

Policy on the Administration of Medicines

The Board of Management has a duty to safeguard the health and safety of students while engaged in authorised school activities. However, teachers are not obliged to personally undertake the administration of medicines. They may at their own discretion, administer certain medications but this will be arranged on a case by case basis.

Administration of medication at school should be kept to a minimum. When administration of medicine is required to facilitate a fully inclusive environment, every effort will be made to accommodate the student's needs in line with the school policy.

The Board of Management requests parents to ensure that teachers be made aware, in writing, of any medical condition suffered by a student of Corran College. Non prescription medication will not be stored or administered in school. Students are not permitted to carry non prescription medication in school. Such medication will be confiscated and parents/guardians notified.

Prescription medication can only be stored or administered in school following a written request from the parents/guardians to the Board of Management. The Board of management must authorize this request. The Board recommends that prescribed medication be self administered under the supervision of an authorized adult

The medication must be stored in a locked cupboard in staffroom or school office and not carried by the student. In emergency situations, qualified medical assistance will be sought and the parents notified. However, inhalers used by asthmatic students must be readily accessible at all times of the school day.

Parents of a pupil requiring regular medication during school hours should write to the Board of Management to request the Board to authorize a staff volunteer to administer the medication in school. Training will be required for volunteers who are authorized to administer the medication.

Written instructions are required from the parent/guardian to the Board of Management giving the name of the student, dose of medication, whether student should be responsible for self administering the medication, the circumstances in which the medication is to be given by the school and written consent for same, when the parent is to be notified. It is the parent's responsibility to check if the authorized adult is in school.

Where children are suffering from life threatening conditions, parents should clearly outline in writing, what can and can't be done in a particular emergency situation.

Parents are requested to indemnify the Board of Management and authorized members of staff in respect of any liability that may arise regarding the administration of prescribed medication in school. The school insurers will be notified accordingly.

Where permission has been given to the Board of Management of the administration of prescription medication, the smallest possible dose should be brought to school, preferably by the parents, with clear written instructions for administration.

Changes in prescribed medication or dosage should be notified immediately to the school with clear written instructions of the procedure to be followed for storing and administering the new medicine. Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.

Separate arrangements and application will have to be made with the Board of Management and authorized staff members in the event of a student going on a school trip for the administration of prescriptive medication.

Written records of the date and time of administration must be kept.

