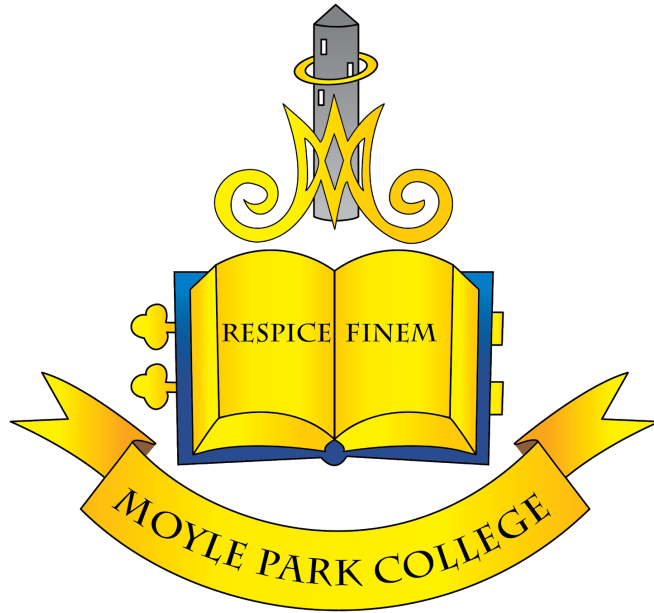


Moyle Park College



Administration of Medication Policy

INTRODUCTION

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 any member of staff to personally undertake the administration of medication.

The Board of Management requests that parents ensure that staff members are made aware of any medical condition their child may have.

All medications should be stored in a secure location where access can only be obtained by a responsible adult.

The term *medication* in this policy refers to any medication, tablets and sprays administered by mouth and automatic injection devices (Eg. Epipen/Anapen) used in cases of anaphylaxis.

Non-prescription medication will not be stored or administered in Moyle Park College.

POLICY CONTENT

Procedure to be followed by parents/ guardians who require the administration of medication for their child;

- The parents/guardians should write to the Board of Management requesting the Board to authorise appropriate staff members to administer medication to the pupil or to monitor self administration of the medication.
- Parents/guardians are required to provide written instructions detailing the pupil's name, the procedure to be followed in the administration, including but not limited to dosage amount and frequency, and storing of the medication.
- Parents/guardians are responsible for ensuring that the medication is delivered to the school and handed over to an appropriate member of the First Aid Support Team and ensuring that the smallest possible yet adequate supply is available for administration to the pupil. It is up to the parent/guardian to ensure that an adequate supply is always in stock and that it is not past its expiry date.
- Parents/guardians are further required to indemnify the Board and members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- Changes in prescribed medication (or dosage) should be notified immediately to the school First Aid Support Team with clear written instructions of the procedure to be followed in storing and administering the new medicine.
- Where children are suffering from life threatening conditions, parents/guardians should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.

- Parents/guardians are required to provide a telephone number where they may be contacted in the event of an emergency arising. Another emergency contact should also be provided in case a parent/guardian is not able to be contacted at the time of an emergency.

PROCEDURES TO BE FOLLOWED BY THE BOARD OF MANAGEMENT.

- The Board, having considered the request, may authorise members of staff to administer medication to a pupil or to monitor the self- administration by a pupil.
- The Board will insure that the authorised members of staff are informed of the pupil's medical needs and properly instructed in how to administer the medicine concerned.
- The Board shall seek an indemnity from parents/guardians in respect of liability that may arise regarding the administration of the medicine.
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication and develop procedures for the administration of the medication in the event of the absence of the members of staff designated at (1) above.
- The Board shall retain a written record of the date, time and details of all medication administered in the school.
- The Board shall on request provide training for all relevant staff and records dates of training given.

RESPONSIBILITIES OF STAFF MEMBERS

- The medication should be self-administered, if possible, under the supervision of an authorised staff member. Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent/guardian.
- A written record of the date and time of administration of any medication to a student will be provided by the staff member who administered the medication and the Board informed. (see above).

- In emergency situations, staff should do no more than obviously 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.
- Parents should be contacted should any questions or emergencies arise.

(see Indemnity next Page)

Key areas to be reviewed in September 2018-

- Identification and update of the First Aid Support Team
- Training provided - all dates recorded and logged
- Medical Records obtained from Parents (Indemnity Form)
- Records reviewed regularly and updated when needed.
- Storage of Medicine and access
- Logging of medical data
- Record of administration of medicine
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ADMINISTRATION OF MEDICINES IN SCHOOL INDEMNITY

This indemnity made on -----20-----

Between

Lawful father and mother or lawful guardian(s), hereinafter called “ The Parents”. Of

----- of the One part and

For and on behalf of the Board Management of Moyle Park College, situated at Moyle Park, Clondalkin D22 ,(hereinafter called “ the Board”) of the other part.

WHEREAS

1- The parents are respectively the lawful father and mother or guardians of

-----, a pupil of the above school.

2- The pupil suffers on an ongoing basis from condition known as

3- The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication, viz.

4) The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the board.

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 (s) respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher, members of staff designated and/or authorised by the Board to administer medication or to monitor self-administration 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 of the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the parents in the presence of:

Principal

SIGNED AND SEALED by the said school authority in the presence of:

Parent(s)/Guardian(s)

This policy is subject to periodic review by the Board of Management