



Administration of Medicines St Joseph's P.S.

We are required to have policies and procedures in place to ensure the effective management of pupils' medical needs.

We aim to meet the needs of, and provide equal opportunities for all the pupils. In trying to fulfil this aim it is accepted that some children may require to take medication in order that they can continue to attend school.

- A child may only take medication (including non-prescription) if the parent/guardian has given written permission.
- Only medication supplied by the parent/guardian will be administered to a child.
- No child will take any form of medication in school without the written permission of the parent/guardian.
- Pupils will take the medication only when supervised by an adult.
- Whenever a child takes medication it will be entered in the "Administration of Medication" Record Book which is kept in the school office.
- Staff will discuss the medical needs of pupils in the first instance with Mrs Porter. It is also likely that it will be necessary to liaise with parents on specific issues.
- Parents will deliver medication to schools but where this is not possible the pupils will hand in the medication to the relevant teacher. Where possible parents will only issue the amount for one day.
- Where a child has long term or complex medical needs all the teaching staff including visiting and supply teachers, relevant classroom assistant/auxiliary and playground supervisors will be informed.
- In an emergency situation the emergency service will be contacted immediately. The Secretary/Caretaker will ensure that the emergency vehicle has ready access to the school.
- If a child refuses to take medication, parents will immediately be informed. No member of Staff will attempt to force a pupil to take medication against his/her will except in emergency circumstances where non-administration is likely to be life threatening.

Legal Position

There is no legal requirement upon staff, teaching or non-teaching to administer medication. Staff undertaking duties associated with the administration of medication do so on a voluntary basis.

The South Eastern Education Library Board indemnify staff who volunteer to administer medication to pupils. Area Board will likewise indemnify any member of staff acting in good faith for the benefit of a pupil in an emergency situation.

Where staff have been trained and act in accordance with training and medical advice, no question of individual liability will arise.

It is vital that responsibility for pupil safety and wellbeing is clearly defined and that each person involved with pupils with medical needs is aware of what is expected of them. Close co-operation between school, parents, health professionals and other agencies will help to provide a suitably supportive environment for pupils with medical needs.

Parental/Guardian Responsibilities

Parents and any others who have legal responsibility for the care of children will keep children at home when they are acutely unwell.

Parents/guardians will request from their general practitioner that dosage schedules for any medication prescribed will not include school hours wherever possible.

Parents/guardians are responsible for their child's medication. If a child requires medication during school hours, arrangements for its administration will be agreed between the parents and the school.

Any medication to be administered in school must be clearly marked with the pupil's name, and brought to school by the parent/guardian who will deliver it to the class teacher, together with a completed consent form.

It is the responsibility of the parents/guardians to advise the school in writing of any alteration to the prescribed dosage of medication.

Parents/guardians may consider their children to be responsible enough to carry and administer their own medication. In this event the school must be given full written details of the condition/illness from which the child suffers along with written details of the medication to be taken and the self administration routine.

Parents/guardians must advise the school in writing if their child is subject to any known allergic reaction e.g. to food stuffs which the child may come into contact with, in the course of the school day.

Confidentiality

School Staff will treat medical information confidentially.

Monitoring & Review

We will monitor our procedures in light of any incidents or revised guidelines from Area Board or the Department of Education.

Administration of Medicine Form

If your child requires medicinal treatment during school hours, please print and deliver this form signed to the teacher of your child.

ADMINISTRATION OF MEDICINES

Parent / Guardian consent form

I / We request a member of the school's staff to administer medicine to _____, name of child

I / We have read the school's policy on this and agree to abide by it.

Medication:- _____

Dosage:- _____

Signed:- _____ Parent / Guardian

Date :- _____

