



ADMINISTRATION OF MEDICINES POLICY

St Fintan's High School

Mission Statement

We at St Fintan's High School aim to value all students and to promote and encourage positive attitudes to the optimum development of pupils in a community that promotes Christian, Catholic values. Every student is encouraged to develop a sense of responsibility and a caring attitude for others and these values are reflected in this policy.

Rationale

The Board of Management of St Fintan's High School, Sutton have a duty to safeguard the health and safety of all students while engaged in school activities. The objective of this policy is to support education in complying with the required legislation, codes of practice, standards and guidance in the administration of medication, while also ensuring that all students can participate in educational activities to the extent that their abilities will allow.

Scope

This policy deals with the procedures to be followed by parents/guardians, the Board of Management and staff members in the administration of medication to students.

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 teaching or administrative staff to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets and sprays administered by mouth and automatic injection devices (eg. anapen) used in cases of anaphylaxis.

Policy Content

1. Procedure to be followed by parents (namely the lawful father and mother or lawful guardian(s)) who require the administration of medication for their child

- The parents 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 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.
- Medicines must be clearly labelled with the pupil's name, date, contents, dosage and instructions regarding storage. The original container supplied by the GP or pharmacist must be delivered to the school.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to an appropriate member of staff and for ensuring that the smallest possible yet adequate supply is available for administration to the pupil.
- Parents 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 with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Where children are suffering from life threatening conditions, parents 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 are required to provide a telephone number where they may be contacted in the event of an emergency arising.

2. 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 ensure that the authorised members of staff are informed of the pupil and properly instructed in how to administer the medicine concerned.
- The Board shall seek an indemnity from parents 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 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

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- The medication should be self-administered if possible and 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.
- Where a teacher/member of staff agrees to be responsible for medication, he/she must be given whatever information and training is needed. This is not just a matter of good practice, it is a matter of necessity.
- 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.
- A written record of the date and time of administration will be kept / provided by the staff member who administered the medication to the Board (see above).
- In emergency situations, staff should do no more than is 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.

Communication of the Policy

This Administration of Medicines policy will be posted on the school website and made available to all members of the school community on request.

Review

This policy will be reviewed by the school management authority every two years or as deemed necessary.

This policy was adopted by the Board of Management on _____

Signed _____

Signed: _____

Chairperson of the Board of Management

Principal

Date: _____

Date: _____

**ADMINISTRATION OF MEDICINES IN SCHOOLS
INDEMNITY**

THIS INDEMNITY made the day of 20..... BETWEEN

.....

Lawful father and mother or lawful guardian(s), hereinafter called 'the parents', of XXXXX,

of the One Part AND.....

for and on behalf of the Board of Management of XXXX School, situated at XXXX in the County of XXXX (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 the 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 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:

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

