


Ardcoil Mhuire
Mackney, Ballinasloe, Co. Galway.
H53CP40

Principal: Mr. Pauric Hanlon
Dep. Principal: Ms. Lilian Hynes



Telephone: 090 9642206 / 9643307
Email: office@ardscoilmhuire.ie
Website: www.ardscoilmhuire.com

   @ardscoilmhuire

Ardcoil Mhuire App



Administration of Medication Policy



CEIST
Catholic Education
An Irish Schools Trust



Scoileanna Cothaithe Sláinte
Health Promoting Schools

ADMINISTRATION OF MEDICATION

1. Introduction

While The Board of Management has a duty to safeguard the health and safety of students 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 the school is made aware in writing of any medical condition suffered by their daughter. 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 (e.g. Anapen) used in cases of anaphylaxis.

2. Procedure to be followed by parents who require the administration of medication for their children.

1. The parent should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
2. Parents are required to provide written instructions from a General Practitioner (GP) outlining the procedure to be followed in the administration and storing of the medication.
3. Parents are responsible for ensuring that the medication is delivered to the school and handed over to the Principal or Deputy Principal and for ensuring that an adequate supply is available.
4. Parents/Guardians are responsible for the provision of the correct quantity of medication, ensuring that expiry dates on the medication have not passed and the replenishing of a medicine in the event of exhaustion/passing expiry date. Medication must be clearly labelled. If in a box, both the box and the container inside must contain clear external labelling.
5. Parents are further required to indemnify the Board and authorised 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 insurers accordingly.

6. Changes in prescribed medication (or dosage) should be notified immediately to the Principal or Deputy Principal with clear written instructions of the procedure to be followed in storing and administering the new medication.
7. Where students are suffering from life threatening conditions, written instruction from a GP must be supplied by parents to the Principal or Deputy Principal setting out clearly what should and what should not be done in an emergency situation, in particular reference to what may be a risk to the child.
8. Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

3. Procedures to be followed by the Board of Management.

1. The Board, having considered the matter, may authorise a staff member to administer medication to a student or to monitor the self-administration by a student.
2. The Board will ensure that the authorised members of staff are informed of the pupil and properly instructed in how to administer the medicine.
3. The Board will seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
4. The Board shall inform the school insurers accordingly.
5. The Board shall make arrangements for the safe storage of medication (in the first-aid room, which is a secure key-coded room) and procedures for the administration of medication in the event of the authorised staff member's absence and in the event of activities taking place off-site.
6. The Board shall retain a written record of the date, time and details of all medication administered in the school.

4. Responsibilities of Staff Members

1. No staff member can be required to administer medication to a student.
2. 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.

3. Written instruction on the administration of the medication must be provided.
4. Medication must not be administered without the specific authorisation of The Board of Management.
5. In administering medication to students, staff members will exercise the standard of care of a reasonable and prudent parent.
6. 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.
7. 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.
8. Parents should be contacted should any questions or emergencies arise.

Signed: 
Chairperson – Board of Management

Date: 19/4/2021

Appendix 1

Administration of Medicines in Schools Indemnity

Date of indemnity:

Parties to indemnity:

(a) The parents/guardians of:

(b) _____ for and on behalf of The Board of Management,
Ardscoil Mhuire, Ballinasloe, Co Galway

1. *The parents are respectively the lawful father and mother or guardians of (name of student), a student of the above school.*
2. *The student suffers on an ongoing basis from the condition known as (name of condition).*
3. *The student may, while attending the said school, require, in emergency circumstances, the administration of medication, viz. (name of medication).*
4. *The parents have agreed that the said medication may, in emergency circumstances, be administered by such members of staff of the said school as may be designated from time to time by The Board.*

It is hereby agreed by and between the parties hereto as follows:

In consideration of the Board entering into this agreement, the parents/guardians, as the lawful father and mother respectively of the said student, hereby agree to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said student's teachers 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.

Signed: _____

(names of parents/guardians)

Signed: _____

On behalf of Board of Management, Ardscoil Mhuire, Ballinasloe, Co. Galway

Date: _____

Appendix 2
Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts:

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____

Medical Condition: _____

Prescription Details: _____

Storage details: _____

What signs/symptoms may indicate your child is in need of this medication:

Dosage required: _____

What Action is required?

(Please attach further instruction if necessary)

I/We request that the principal to authorise the taking of prescription/non-prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand that we must inform the school/teacher of any changes of medicine/dose in writing and that we must inform the teacher each year of the prescription/medical condition. I/We understand that no school personnel has any medical training and we indemnify the principal from any liability that may arise from the administration of the medication.

Signed:

Parent/Guardian _____

Parent/Guardian _____

Date: _____