



ADMINISTRATION OF MEDICATION POLICY

Introduction

This policy has been developed by the Board of Management of Loreto College St Stephen's Green which 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 the school, through communication with the relevant Year Head, is 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. an epipen) used in cases of anaphylaxis.

Relationship to the Characteristic Spirit of the School

In an atmosphere of mutual respect and justice, we are a community that aims to provide a rich and diverse curriculum catering for the needs of each individual student..... Each student is challenged to realise her full potential and to recognise the dignity of each human being.

This policy has been developed in line with our mission statement above, which has at its core, care of the student and the provision of a happy teaching and learning environment.

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

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to supervise the medication or to monitor self-administration of the medication.
- Parents are required to provide written instructions of the procedure to be followed in the administration of the medication by the student and storing of the medication.
- Parents are responsible for ensuring that the student has adequate doses of the medication with them in school and that an extra supply (extra epipen) is handed over to a

responsible adult (for use in an emergency) and for ensuring that an adequate supply is available.

- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the emergency 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 matter, may authorise a staff member to administer emergency medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- 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 procedures for the administration of medication in the event of the authorised staff member's absence.

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- A staff member will only administer medication in the case of an emergency when the child is no longer able to do so.
- Any staff member who is willing to administer medicines in an emergency 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.
- A written record of the date and time of administration will be kept.
- 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.

Ratified by the Board of Management on 5th May, 2022.