



Caherline National School
Caherline
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Roll No. 15226k
Registered Charity No: 20127596

Caherline National School

Administration of Medicine Policy

Revision	Date	Description	Approved

"Judge each day not by the harvest, but by the seeds you sow."

While the BOM has a duty to safeguard the health and safety of pupils when they are engaged in authorized school activities, this does not imply a duty upon teachers to personally undertake the administration of medicines.

- The BOM requests parents to ensure that teachers be made aware, in writing, of any medical condition suffered by any children in their class.
- Non-prescriptive medicines will neither be stored nor administered in school.
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorization of the BOM.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- The medicine should not be kept by the pupils but in a locked cupboard out of reach of pupils.
- Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day. This will often result in some medicine such as inhalers being maintained by the pupil.
- The medicine should be self-administered if possible, under the supervision of an authorized adult.
- A written record of the date and time of administration must be kept.
- A teacher should not administer medication without the specific authorization of the BOM.
- No teacher can be required to administer medicine or drugs to a pupil.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- Parents of a pupil requiring regular medication during school hours should write to the BOM to authorize a member of staff to administer the medication in school.
- Prior to authorization, written details will be required by the BOM:
 - a) Name and address of child
 - b) Name and dose of medication
 - c) Will it be self-administered
 - d) Time(s) of administration
 - e) Signature of Parent/Guardian
 - f) Note side effects – specific to child

- It is the Parent/Guardian's responsibility each morning to check whether or not the authorized teacher is in school.
- It is at the BOM's discretion to arrange an alternative.
- Where children are suffering from life-threatening conditions, parents should outline clearly in writing, what should and should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parent/Guardian's must indemnify the BOM and authorized teacher in respect of any liability regarding the administration of prescribed drugs in school.
- The BOM will inform the school's insurers accordingly.
- Medication will be administered from the Secretary's office.
- The smallest possible dose should be brought to school, preferably by Parent/Guardian.
- In the event of any changes to prescription or dosage, the school should be informed immediately by the parent. These changes should be recorded and filed.

Parents should ensure that these regulations are clearly understood before submitting a request to the BOM.

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Information Sheet:

Name: _____

Address: _____

Name of Medication: _____

Time(s) of Administration: _____

Dosage: _____

Known side effects specific to child: _____

Signature Parent/Guardian: _____

Indemnification Form

To: Board of Management, Caherline National School, Caherconlish, Co. Limerick.

I/We agree to indemnify the Board of Management of the above named school and the authorized member(s) of staff in respect of any liability that may arise regarding the administration of prescribed drugs to my child. Further I have read the school's policy in this regard and I/We fully understand their contents and we accept fully the procedures as outlined.

Signed: _____

Parents / Guardians