

The Administration of Medicines in the Mercy School

While the Board of Management 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 Board of Management requests parents to ensure that teachers be made aware in writing of any ongoing medical condition suffered by any child in their class.

- Non-prescription medicines will neither be stored nor administered to pupils in school. A child should not have non-prescription medicine or herbal remedies on their person while in the school grounds. **If, however, a child really needs to take non-prescription medicine then written consent is required from a parent/guardian and the class teacher notified at the start of the school day. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorization of the Board of Management. (see below)**
- Written details are required from the parent/guardian to the Board of Management giving the name of the child, dose method and frequency of administration of prescribed medication; whether the child should be responsible for his/her own medication; the circumstances in which medication is to be given by the member of staff and consent for it to be given; when the parent is to be notified and where s/he can be contacted. It is the parent's responsibility to check each morning whether or not the authorized person is in school unless an alternative arrangement is made.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are further required to indemnify the Board of Management and authorized members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.
- Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent and left in the school office, with clear written instructions for administration, giving the name of the pupil, class, quantity of medicine to be taken, etc..The medicine itself should also be clearly labeled with the child's name, the name of the medicine, dose and frequency.

- Changes in prescribed medication (dosage or frequency) 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 possible prescriptive medicine will not be kept by the pupil but in a cupboard in the office. Certain medicines, such as inhalers used by asthmatic children, will be readily accessible at all times of the school day. A list of asthmatic children will be kept on file in the office.
- Parents of a pupil requiring regular medication during school hours should write to the Board to authorize a member of staff to administer the medication in school. The medicine should be self-administered if possible, under the supervision of an authorised adult.
- No teacher can be required to administer medicine or drugs to a pupil without the specific authorization of the Board.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.

Parents/guardians should ensure that these procedures are clearly understood before submitting any request to the Board of Management

Board of Management of the Mercy School, St. John's Road, Wexford.

This policy will be reviewed as and when necessary.

Signed: _____
Board of Management

Date: _____

NOTIFICATION OF MEDICAL CONDITION

To Whom It Concerns,

My child _____, who attends the Mercy School, Wexford has been diagnosed with/suffers from _____.

The main symptoms are: _____

The treatment involves: _____

Name of Medication & dose required: _____

I hereby request that the Board of Management of the school agree to the following procedures in the case of my child becoming ill in school:

In doing so, I indemnify the school against any legal action as a result of illness/injury/death caused by my child's stated illness.

My child is comfortable with administering his/her own medication under the supervision of _____ at _____.

It is parents/guardians responsibility to ensure the child knows when to take his/her medication.

Comments/Extra Information: _____

If your child is unable to administer the medication herself/himself then you need to meet with the school principal immediately to discuss further arrangements.

I hereby authorize _____ to administer the following medication

_____ at _____.

It is parents/guardians responsibility to ensure the child knows when to take his/her medication.

Signed: _____ Date: _____

Parent/Guardian

Contact details: _____