

Policy on Administration of Medication in School

As a general rule, teachers or staff members are not involved in the administration of medication to pupils. It is the responsibility of parents and guardians to administer medication to their children. However, if administration of medication is necessary on an ongoing basis for a child during the school day and if the parent/guardian is not in a position to come to the school to administer the medication, the following procedure applies:

- The parent(s)/guardian(s) of the child concerned writes to the Board of Management requesting the Board to authorise a teacher or staff member (e.g. Special Needs Assistant) to administer the medication. This letter should contain the following: -
 - Child's full name and address
 - The name of the medication to be administered
 - The exact dosage and time of administration as advised by doctor
 - Written instructions of the procedure to be followed in administration
 - An indemnity form in respect of any liability that may arise due to administration and/or non-administration of medication is signed and dated by parent/guardian.
- The Board of Management, having considered the matter, may authorise a teacher or staff member to administer medication to a pupil. If a teacher or staff member is so authorised, she/he should be properly instructed by the Board of Management. A teacher or staff member should not administer medication without specific authorisation of the Board. In administering medication to pupils, teachers and staff members should exercise the standard of care of a reasonable and prudent parent.
- Medication should be stored in a safe place. Parents/guardians are responsible for the provision of medication and should normally keep account to ensure that medication is available and has not passed expiry date. Parents should clearly label medication with pupil name and room number.
- Where there are changes in dosage or time of administration, the parent/guardian or other person designated by the parent/guardian, should write a letter requesting these changes.
- The Board of Management should inform the school's insurers accordingly.
- Request for administration of medication should be renewed at the beginning of each school year.

Where the above procedure is put in place, the Board of Management should give consideration to authorising another member of staff to administer the medication in the event that the regular teacher/staff member is absent from school.

Presentation Girls' School, Maynooth

This policy was reviewed on: 04.03.24

Signature of Chairperson: DuShinguea

Date: 04.03.24

Presentation Girls' School, Maynooth

Appendix 1

INDEMNITY

I / We _____, the parent(s)/legal
guardian(s) of _____ (name of child)

hereby authorise Presentation Girls' School

to administer the medication set out hereunder in the manner stated and

I/we hereby indemnify the Board of Management, Patron, Principal or

any other member of staff of the school in respect of any liability that

may arise from the administration of that medication.

Medication: _____

How and when to be administered: _____

Signed: _____

Date: _____