

	<div data-bbox="563 107 798 190" data-label="Text"> <p><i>"Great oaks from little acorns grow"</i></p> </div> <div data-bbox="842 107 1367 253" data-label="Section-Header"> <h1>Park National School, Park, Youghal, Co. Cork.</h1> </div> <div data-bbox="1316 338 1505 369" data-label="Text"> <p>Tel: 024 97282</p> </div> <div data-bbox="1043 398 1505 430" data-label="Text"> <p>email: parknationalschool@gmail.com</p> </div> <div data-bbox="1313 459 1505 490" data-label="Text"> <p><a href="http://www.parkns.ie">www.parkns.ie</a></p> </div> <div data-bbox="1240 517 1505 548" data-label="Text"> <p>Uimhir Rolla: 17794L</p> </div>
---	--

## Administration of Medication Policy

### Introduction:

As the health needs of our students can occasion the administration of medication during the school day we have formulated the following policy.

The policy as outlined was put into place to:

- Safeguard school staff who are willing to administer medication
- Ensure that the strictest guidelines and controls are in place and that clear instructions are available to staff
- Protect against possible litigation

### Relationship to School Ethos:

The school promotes positive home-school contacts in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of home-school links.

### Aims of this Policy:

The aims and objectives of this policy can be summarised as follows:

- Minimise health risks to children and staff
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regulated administration has been agreed with the parents/legal guardians

### In – School Procedures

Parents are required to inform the school of any known medical conditions when enrolling their child/children in the school. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.

- The school generally advocates self administration of medicine (e.g. inhalers) under the supervision of a responsible adult, exercising the standard of care of a prudent parent.
- Prescribed medicines will only be administered to a pupil by a member of staff, at the request of the parent/legal guardian. The Board will seek indemnity from parents/legal guardians in respect of any liability arising from the administration of medicines
- A small quantity of prescription medicine will be stored in the school under the strict care of a designated SNA/teacher if a child requires administration in school on a daily and/or occasional/emergency basis and where parents have requested storage facilities. Parents are responsible for the provision of the in date medication, notification of change of dosage and communication regarding the child's medicinal needs with their GP/Consultant.
- Under no circumstances will non-prescribed medicines be either stored or administered in school

### Emergencies:

In the event of an emergency, teachers should do no more than is 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.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, an ambulance and/or doctor are called without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that the Principal is made aware in writing of any medical condition from which their child is suffering. For example children who are diabetic, epileptic etc. or may have a seizure at any time, teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons. A current list of students who suffer from conditions of which staff members must know will be displayed in the office and staffroom.

Written details are required from the parents/legal guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also clearly outline proper procedures for children who require medication for life threatening conditions. Relevant agencies such as Brainwave, Enable Ireland or COPE are consulted for in-service and advice.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year. The school newsletter regularly reminds parents to inform the Office of any changes of contact details.

#### **First Aid Boxes:**

First Aid boxes are kept in the Staffroom. These will contain antiseptic wipes, sticking plasters, cotton bandages, cream for burns, disposable gloves and scissors. A First Aid Kit will be taken when children are engaged in out of school activities such as tours, hurling/football games and athletic activities.

#### **General Recommendations:**

We recommend that any child showing signs of illness should be kept at home. Requests from parents to keep their children in at lunch break are not acceptable due to supervision requirements. A child too sick to play with peers should not be in school.

#### **Roles and Responsibilities:**

The Board of Management has overall responsibility for the implementation and monitoring of the school's policy on the Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The maintenance and replenishment of the First Aid boxes is one of the duties of the Staff Safety Representative.

#### **Success Criteria:**

The effectiveness of the school policy in its current form is measured by the following criteria:

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/staff
- Ensuring the primary responsibility for administering medicine remains with the parents/guardians

**Ratified by the Board of Management April 2024**

**Signed:**  \_\_\_\_\_

Chairperson, Board of Management

The policy will be reviewed in the second term 2026 or before this if legislation affects this statement's content.