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Parish of St. Maccullin



S.N. Lusca

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Administration of Medicines Policy 2017

Introduction

The Board of Management of Lusk National School recognises its duty to safeguard the health and safety of pupils when they are engaged in authorised school activities. Each school year parents must make staff aware in writing of any medical condition suffered by any children in their class. However, this does not imply a duty upon teachers to personally undertake the administration of medication.

Drugs and Medication

In the case of routine illness prescribed medication, such as a course of anti-biotics, will not be administered by school staff. Non-prescriptive medicines will neither be stored nor administered to pupils in school.

With regard to long term illnesses/ conditions the following procedures apply regarding the administration of drugs and medication:

1. Written details are required from the parent/guardian to the Board of Management giving the name of the child, generic name and dose of medication; whether the child should be responsible for his/her own medication; the circumstances in which medication is to be given by the staff member 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 authorised personnel ie designated teacher/special needs assistants are in school unless an alternative arrangement is made locally. The class teacher will also include any relevant information regarding administration of medicine in their attendance folder and substitutes folder to ensure replacement teachers have all relevant information.
2. Parents of a pupil requiring regular medication during school hours eg long term conditions including diabetes, should write to the Board to authorise a member of staff to administer the medication in school.
3. Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. An 'Administration of Medicines Schools Indemnity Form' is attached to this policy.

4. 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, with clear written instructions for administration, giving the name of the pupil. Copies of these instructions should be given to teachers/SNA's and all relevant personnel. This information should also be included in teachers attendance folders and absence folders. Parents will be required to instruct the appointed staff members in the administration of the medicine. The staff member will keep a log of the dosage of medication administered, date of administration etc
5. When necessary, the medicine should not be kept by the pupil but in a locked cupboard out of reach of pupils. However, certain medicines, including inhalers, must be readily accessible at all times of the school day.
6. The medicine should be self-administered if possible, under the supervision of an authorised adult. The parent will write a brief note to the class teacher authorising them to supervise the self-administration of medicine.
7. A written record of the date and time of administration should be kept.
8. 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. All medication must be labelled with the correct dosage instructions. Changes in dosage will require the replacement of the previous medication. It is the parents responsibility to ensure medication has not passed its expiry date.
9. Where children are suffering from life threatening conditions, parents should outline clearly in writing, what can/can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.
10. In emergency situations qualified medical assistance will be secured at the earliest opportunity. Emergency contact details for ambulance etc are posted on the wall in the school office.

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

Allergies

Parents of children with food or other allergies are requested to notify the school via the enrolment form and provide details in writing regarding the allergy and the measures for dealing with same. This information is included in class files and passed from teacher to teacher at end of year handovers.

This policy will be reviewed in the school year 2019 - 2020.

Chairperson Board of Management

Date

