

SUNCROFT NATIONAL SCHOOL

Policy Number: 4 - POLICY ON ADMINISTERING MEDICATION

REV:1

As teachers we have a duty to protect the health and safety of our pupils. However, this does not imply a duty upon teachers to personally undertake the administration of medicines except in absolutely extraordinary circumstances such as anaphylaxis.

Pupils with long-term health problems:

It is the policy of Suncroft National School that every effort be made to administer medication outside of school hours or failing that, that parents would come into the school and personally administer the required medication.

In the event of medicine needing to be administered rapidly (e.g. anaphylaxis)

It is necessary for the parents concerned to apply to the Board of Management requesting that a teacher/teachers be authorised to administer the medication.

This request should contain specific written instructions for the required procedure. The Board, having considered this application may authorise a teacher/s to administer the medication to the pupil. Any teacher so authorised should be instructed in the application of the procedure by the Board of Management or parents or both. (This should be determined during the application process)

Teachers who are not authorised should not administer medication.

Teachers administering medication should exercise the standard of care of a reasonable and prudent parent.

The Board of Management should inform the school's insurers accordingly.

The Board of Management should seek an indemnity for the parents.

The Board of Management should authorise more than one member of staff to administer medication in the event of the regular teacher being absent.

The Board of Management should make arrangements for the safe storage of medicines. (This should be decided during the application process.)

An appropriate logbook should be kept in order to record the administration of any medication.

REVISED AND UP-DATED: 14TH February 2011