



# Gaelscoil na Cruaiche

(Bunaithe: 1995. Príomhoide: Mairéad Ní Ruáin)

Cathair na Mart, Contae Mhaighéo

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## Policy on the Administration of Medication 2022

### Introduction

Gaelscoil na Cruaiche is committed to promoting the good health and well-being of the school community. The Board of Management of Gaelscoil na Cruaiche acknowledges its duty to safeguard the health and safety of all pupils when they are engaged in authorised school activities, with due regard for its duty of care to all staff. There is no legal duty on School staff to administer medicines. This is purely a voluntary role. The procedures outlined in this document are compliant with the INTO guidelines, and in particular from the "Managing Chronic Health Conditions in school" information booklet .

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

This policy ensures that the needs of children for whom medication has to be administered, are addressed. The creation of a caring and safe environment for the whole school community is one of the main aims of the school. This policy upholds the school ethos.

Medication in this policy refers to medicines, tablets and sprays administered by mouth and automatic injection devices (eg. anapen) used in cases of anaphylaxis.

### Aims

The following are the aims of the policy

- To fulfil the Board of Managements' responsibility in relation to health and safety,
- To safeguard the health and safety of pupils when they are in the care of the school staff,
- To provide guidelines and protection to staff members who are willing to administer medication under the direction of the Board,
- To protect the school against possible litigation.

### Important details

The Board of Management requests parents/guardians to ensure that the school is made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or immediately upon subsequent confirmation of any medical conditions.

Non – prescription medicines will neither be stored nor administered to pupils in school unless they are prescribed for specific illnesses by a doctor and the required school forms completed.

If having sought doctor's advice it is not possible to rearrange the taking of prescribed medication outside school hours, the parent/guardians should write to the BOM seeking permission to authorise a teacher to administer prescribed medication during school time. The medicine should be self-administered where possible under the supervision of an authorised adult. If the child cannot self-administer it is the responsibility of the parent/ guardian to ensure that the correct dosage is provided.

A teacher cannot administer medication without the specific pre-authorisation of the Board. Prescribed medicines cannot be administered without the written consent of the parents and the indemnity provided to the Board of Management.

The BOM cannot require staff to administer medication. However, the BOM will request appropriate Staff to volunteer, authorise them to administer medication and arrange training if required. The BOM reserve the right, after due consideration to refuse the request to administer medication. The letter requesting administration of medication should be accompanied by the written consent and indemnity of the parents/ guardians. (See Appendix 1 & 3)

The school maintains an updated register of specific illnesses and prescribed medication that have been approved by the Board for administration at school. It also maintains contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year and is amended as new information is provided to the school. If any of this information changes, it is the responsibility of the parent/guardian to inform the school of these changes.

## **Policy Content**

### **1. Procedure to be followed by parents who require the administration of medication for their children**

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- Parents/Guardian must indemnify the Board of Management and the authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- Parents must sign all relevant documents prior to any medication being presented to relevant School Staff.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.
- 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.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide emergency telephone numbers where they may be contacted in the event of an emergency arising.
- The parents undertake to bring any new information regarding the health and welfare of the child to the attention of the Board of management and School Staff immediately.

- It is the Parents/Guardians responsibility to ensure that the medicine provided is appropriate and in date. Parents /Guardians should record all information relating to the medication provided to the school. Parents/Guardians must ensure that all emergency contact details provided to the school are kept up to date. It is also the parents/ guardian's responsibility to collect all medicines from the school at the end of the academic year.

## **2. Procedures to be followed by the Board of Management**

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will arrange to provide to the teachers, a presentation by a skilled medical practitioner on the administration of the medicine to the child, or, at the discretion of the Parents, the Parents will provide to the Teachers, a presentation by a skilled medical practitioner of the Parents' choosing on the administration of the medicine to the Child.
- In the event of the Board arranging to provide the presentation to the Teachers as aforesaid, the Parents shall provide to the Board, confirmation in writing, from the child's GP as to the nature of the Child's medical condition and prescription requirements.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- The Board shall inform the school insurers accordingly
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence. Such medication will be stored appropriately in central storage facilities. The medication is stored in an unlocked cabinet in an unlocked office and this storage has been approved by Burse International Ltd, an independent health & safety consultancy company.
- The Board of management will inform the parent involved of the staff members who have volunteered to administer medication to students with severe allergies at the beginning of the academic year.
- Self- Medication: The Board of Management does not accept responsibility for pupils who self-administer medication in school. The Board of Management requires written consent each year from Parents/Guardians whose child needs to self-administer medication and the Board, in permitting such self-medication, at the request of parents, accepts no responsibility whatsoever in respect of same.

## **3. Responsibilities of Staff Members**

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
- Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents should be contacted should any questions or emergencies arise.

## **4. Emergencies**

In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be sought in emergencies at the earliest opportunity.

Parents/guardians are required to inform the school of any changes in contact details in order that they may be contacted in the event of an emergency.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child to their local doctor or into Accident and Emergency without delay. Parents/guardians will be contacted simultaneously.

Parents must agree to all the above conditions and certify that every effort will be made to assist the Board of Management and the teachers in ensuring the best possible health care for their child in Gaelscoil na Cruaiche.

### **First Aid Kits**

A First Aid box is kept in each classroom and the staffroom. These First Aid boxes comply with the guidelines from the HSA and are replenished termly or as required. A travel first aid kit is taken when a class is leaving the school site on school tours/activity. Similarly, medication appropriate to a particular child should be taken on any out of school tour/activity. There are guidelines for the administration of First Aid in our Health & Safety policy

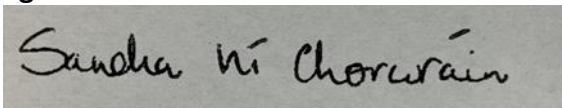
### **Success Criteria**

- Compliance with Health and Safety Legislation.
- Maintaining a safe and caring environment for the children.
- Positive feedback from teachers, parents/guardians and students.

### **Ratification & Review:**

**This policy was ratified at a Board of Management meeting on 5<sup>th</sup> May 2022.  
It will be reviewed as the need arises.**

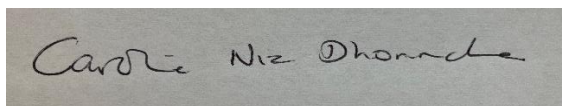
**Signature:**



**Date: 5/5/2022**

**Chairperson of Board of Management**

**Signature:**



**Date: 5/5/2022**

**Principal/Secretary to the Board of Management**