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## Policy on Administration of Medication

### When administration of medication is necessary for a child during the school day the following procedure will be used:

* Parents will speak to the Principal and/or class teacher requesting that the child be allowed to take medication.
* The parent shall then complete the ‘Administration of Medication Indemnity Form’, see attached. This shall contain the following:
* Child’s full name and address
* The name of the medication to be administered
* The exact dosage and time of administration
* Signature of parent/guardian
* Parent’s are responsible for the provision of medication and should keep account to ensure that medication is available.
* Medication should be given by the Parent/Guardian directly to the Principal (or Deputy, in the absence of the Principal) and will be kept in the office.
* In relation to **Asthma Inhalers**. Children who require them in school must be responsible for them and keep them in their school bag. The pupil/parent must inform their teacher that it is there. On occasions where they require its use, they must let their teacher know that they are going to take it or have taken it.
* Children must not be sent in to school with any form of medication in their bag. The above steps must be followed in line with Health and Safety practices. (In the case of children arriving on School Transport, please give the medication to the Escort who will give the medication to the Principal.)
* Medication will be administered preferably by the parent who may come to the school at the designated time. If the parent is not in a position to do this, then the medication will be administered by the child themselves. This must be done in the presence of the Principal Teacher or Deputy Principal or Teacher or SNA-person nominated and recorded on the indemnity form.
* In the case of a child with Special Needs, wherein the Parent is not in a position to come to the school, the Teacher/SNA in the presence of another member of Staff will administer the medication as instructed by the parent on the indemnity form.
* Where there are changes in dosage or time of administration, the Parent/Guardian must complete a new Administration of Medication Indemnity Form.
* Request for administration of medication should be renewed at the beginning of each school year
* A record of administration will be kept in the child’s file.

Ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 05/2020

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

Chairperson of the Board of Management