



## **Our Lady of Mercy Convent School**

Rosemount Terrace, Booterstown, Co. Dublin

Tel: 01 2884223 email: [ourladyofmercyoffice@gmail.com](mailto:ourladyofmercyoffice@gmail.com)

Principal: Siobhán Hanly: [olomprincipal@gmail.com](mailto:olomprincipal@gmail.com)

### **POLICY ON ADMINISTRATION OF MEDICINES**

#### **Introduction:**

The Board of Management of Our Lady of Mercy Convent School is setting out, in this statement, the policy of the school regarding administration of medicines, in accordance with the provisions of the Education Act, 1998. The Board trusts that this statement of policy will be of assistance to staff and parents/guardians in relation to matters relating to administration of medicines. The Board also wishes to state that the Chairperson and Principal of the school will be willing to clarify any matters arising from this policy statement.

#### **Introductory Statement:**

In line with recommendations from the CPSMA (Catholic Primary Schools Management Association) and the INTO (Irish National Teachers Organisation), Administration of Medicines to pupils by teachers in Our Lady of Mercy Convent School is limited to emergency situations only e.g., children who have epilepsy or children with diabetes or children who are prone to anaphylactic shock syndrome. In emergencies teachers will do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and irreparable harm. Qualified medical treatment will be sought in emergencies at the earliest opportunities.

#### **Procedures:**

1. On an annual basis, at the beginning of each school year, the school requests that parents
  - (i) ensure that teachers be made aware in writing of any medical condition suffered by any children attending the school; and
  - (ii) provide contact details for use in an emergency (as per our Appendix 1).
  
2. When administration of medication may be necessary for a child during the school day, the following procedure will be used:
  - (a) The parent(s)/guardian(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a member of the teaching staff to administer the medication. The Board will seek indemnity from the parents in respect of any liability arising from the administration of medicines. (Appendix 1) The request should also contain written instructions of the procedure to be followed in administering the medication (name and exact dosage of medication to be included). On receipt of Board approval parents/guardians will receive a letter of approval from the Board on Management (Appendix 3).
  
  - (b) No teacher can be required to administer medicine or drugs to a pupil. However, the Board of Management, having considered the matter, may authorise a



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- teacher/specified teacher to administer the medication. If a teacher is so authorised, s/he will be properly instructed by the Principal Teacher.
- (c) In administering medication to pupils, teachers will exercise the standard of care of a reasonable and prudent adult.
  - (d) Arrangements will also be made by the B.O.M. for the administration of medication in the event of the authorised teacher's absence.
  - (e) It is the parent's/guardian's responsibility to check to ensure that the required medication goes on any field trips/tours with the child.
  - (f) Parents/Guardians are responsible for the provision of medication and should keep account to ensure that the medication is available and in-date. The principal will organise that this medication will be kept in a safe place.
  - (g) Where there are changes in child's condition, or in dosage or time of administration of medication, the parent(s)/guardian(s) should write a letter to the B.O.M. (and send a copy to the principal) requesting these changes.
  - (h) A record of administration will be kept in the principal's office (Appendix 2).

### **Implementation Date**

The procedures outlined in this policy will apply immediately.

### **Timetable for review**

The operation of the procedures outlined in the policy above will be reviewed using the proposed schedule as stated below; or earlier, if necessary.

### **Communication**

This policy is circulated to all teaching staff. It is also provided to parents/guardians who submit a request for the administration of medicine for their child. Furthermore, a copy of this policy can be inspected in the Administrative Policies folder in the principal's office.

### **Ratification**

This plan was ratified by the Board of Management.

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

**(Chairperson, Board of Management)**

**Dated:** \_\_\_\_\_

**Proposed date of next review: May 2024**



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### Appendix 1

#### Medical Condition and Administration of Medicines

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Emergency Contacts

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Prescription details:

\_\_\_\_\_

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is necessary for the continued wellbeing of my/our child. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Parent/Guardian

Date \_\_\_\_\_





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### **Appendix 3**

Our Lady of Mercy Convent School,  
Rosemount Terrace,  
Booterstown,  
Co Dublin.  
A94 V656

Date

Dear Parents,  
Re your request for the Administration of Medicine to your child

\_\_\_\_\_.

The Board of Management acknowledge your letter and hereby grant your request in relation to the administration of medicines to your daughter.

Kind regards,

\_\_\_\_\_