

Polasaí Leighis 2018



The administration of medicines in Gaelscoil Dhochtúir Uí Shúilleabháin

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities this does not imply a duty upon teachers to personally undertake the administration of medicines. The Board of Management has authorized the Principal to make decisions with regard to the administration of medicines.

The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

- Non- prescriptive medicines will neither be stored nor administered to pupils in school.
- Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
- Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management. Written instructions from the GP regarding the administration and storage of the medicines will be required.
- The medicine should not be kept by the pupil and should be out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- The medicine should be self-administered if possible, under the supervision of an authorised adult.
- A written record of the date and time of administration must be kept.
- A teacher should not administer medication without the specific authorisation of the Principal or Deputy Principal.
- No teacher can be required to administer medicine or drugs to a pupil.
- In emergency situations qualified medical assistance will be secured at the earliest opportunity.

- Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school.
- Written details are required from the parent/guardian and the G.P. to the Board of Management giving:
 - the name of the child;
 - 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 teacher 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 teacher is in school unless an alternative arrangement is made locally.

- Where children are suffering from life threatening conditions, parents and G.P. should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- 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. The Board of Management will inform the school's insurers accordingly.
- 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.
- Parents are responsible for the provision of medication and should keep account to ensure that the medication is available and that it is not out of date.
- Medication will be kept securely in the office and will be administered from there.
- A request for the administration of medication should be renewed at the beginning of each school year.

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

This policy will be reviewed as and when necessary.

Board of Management of Gaelscoil Dhochtúir Uí Shúilleabháin

GAELSCOIL DHOCHTÚIR UÍ SHÚILLEABHÁIN

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Dáileadh Leighis Ar Scoil/ Administration of Prescription Medicines At School

Ainm an Pháiste/ Child's Name: _____

Ainm agus Méid an Leighis/ Name and Dose of Medicine: _____

Eolas Stórála/Storage Information: _____

An bhfuil an páiste ábalta an leigheas a thabhairt do/di féin?/ Can the child self-administer the prescribed medication? Sea/Yes: Ní Hea/No:

Cathain gur cheart an leigheas a thabhairt?/ When should the medicine be given?

Tugaim _____ (ainm i bprionta) cead do mhúinteoir leigheas a thabhairt do mo pháiste ar scoil./ I _____ (print name) give permission to a teacher to administer the medicine to my child.

Síniú/Signature: _____

Eolas teagmhála an tuismitheora/chaomhnóra./Contact details for parent/guardian.

Fón Baile/ Home Phone Number: _____

Fón Oibre/ Work Phone Number: _____

Fón Póca/ Mobile Phone Number: _____

I _____ (print name) 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.

Síniú an Tuismitheora/Caomhnóra/Parent/Guardian Signature: _____

Dáta /Date: _____

