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| Crest **Scoil Náisiúnta an Chroí Ró-Naofa** |

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| Uimhir Rolla: 13741QFón: 057-8626270E-mail: rathns1@gmail.comWeb: [www.rathns.ie](http://www.rathns.ie)Dáta: 13-10-2017 |  | An RáthBailebriotás, Portlaoise,Co. Laoise R32Y510  |

 **Policy on the administration of medicine**

While the Board of Management of Rath National School has a duty to safe guard the health and safety of pupils when they engaged in authorised school activities this does not imply a duty to undertake 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 administrated to pupils in school. Prescribed medicines will not be administered in school without written consent of parents/guardians and the specific authorisation of the Board of Management. No teacher can be required to administer medicine or drugs to a pupil.

When the administration of medicine is authorised by the Board, written details are required from the parent/guardian 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 that adequate supplies of medicine and other arrangements are in place.

* The medicine should not be kept by the pupil but in a cupboard out of reach of pupils. However certain medicines, such as inhalers used by asthmatic children or epi-pens for children with diagnosed allergies must be readily accessible and in date at all times of the school day.
* The medicine should be self-administered if possible, under the supervision of an authorised adult.
* In emergency situations qualified medical assistance will be secured at the earliest opportunity.
* 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 to include epi-pen and inhalers or failure to administer prescribed medicines in school. The Board of Management will inform the school’s insurers accordingly.
* Where possible the family doctor should arrange for the administration of prescribed medicines outside of school hours.
* Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.
* 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 should ensure that these procedures are clearly understood before submitting ant request to the Board of Management.**

This policy will be reviewed as and when necessary

Ratified by the board of management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chairperson Board of Management)