**Thornleigh ETNS**

 **Policy on the Administration of Medication**

**October 2011**

**Introductory Statement**

This policy has been formulated by a sub- committee of the Board of Management.

The administration of medication policy should be read in conjunction with other relevant policies- Health and Safety Policy.

Copies of this policy will be given to each member of staff, to those responsible for after school activities and to members of the Board of Management. It will be uploaded onto the school website and copies will be made available to parents/guardians.

**Rationale and Background**

The Board of Management at Thornleigh Educate Together School have a duty to protect the health and welfare of all its pupils during school day and/or school related extra-curricular activities both on and off the school premises. The teaching staff are acutely aware of their responsibility in ensuring each pupils safety and welfare while on the school premises while also insuring that each pupil achieve their educational attainment and at no time have their opportunity for learning compromised.

**This responsibility does not require a teacher to administer medication to any of his/her pupils at any time.**

The Board of Management requests parents to ensure upon enrolment into the school, the principal is **made aware in writing of any medical conditions** suffered by any children in the school.

The Board of Management requests parents to ensure that teachers are made aware **in writing** of any medical conditions suffered by any children in their class

* No teacher should be instructed to administer medication, particularly where the incorrect administration of such could result in harm caused to the pupil.
* On the occasions where a pupil is unwell with any short term illness, for health and safety reasons, the school requests that each parent keep their child at home until they are well enough to return to school.
* Any administration of such medication as antibiotics relating to this illness need to be arranged for outside of school hours.
* In the event of a child becoming unwell during the school day the parents will be contacted without delay and will be requested to collect their child from school.
* Where the situation arises that a child falls seriously ill during school hours or has had an accident on the school premises their parents and the emergency services will be contacted immediately
* Thornleigh Educate School will not store or administer any medication.
* The Board of Management is aware however that there are the exceptional circumstances which may necessitate that a child with a long term illness or a life threatening illness may require medication during the school day. It is also imperative that this requirement does not impede on their educational experience and their opportunity to learn.
* The Board has put in place the following procedures in order to protect the safety and welfare of the pupil and that of the teaching staff in such situations.
1. Where a pupil may require medication during the school day the parents of that pupil are requested to arrange a meeting with the principal in relation to this to discuss with him/her the details relating to this situation. The Board of Management are aware that none of the school staff have a medical background or experience that would qualify them to administer medication and protect them in situation as this.
2. The Board then require the parents to complete the relevant forms and put a request in writing to the Board. This can be a request for the monitoring of self administration of medication or a request to administer medication. This is the requirement before a decision can reached by the Board in relation to both the monitoring and administrating of medication.
3. The parent could come to the school in order to facilitate the administration of medication.
4. This would be the preferred arrangement however If this is not possible The Board will review the situation on a case by case basis.
5. If the request is approved by the Board It is the parent’s responsibility to ensure that there is enough of supply of the medication in the school and that this would be brought in on a daily basis.
6. The parents are required to sign an indemnity form that protects the Board and the teaching staff for any liability that may occur from the administration of this medication.
7. The Board will inform the insurers of these details.
8. The Board reserves the right to refuse the request from the parents for the administration of medication.
9. If after careful consideration and in exceptional circumstances the class teacher or SNA may be the person who will be responsible for the administration of the medication. However no teacher can be instructed to administer medication. Where it has been agreed that an identified teacher has agreed to administer medication they need to be informed clearly on the dosage required and the details of administration. This is the parents responsibility
10. Under no circumstances can a teacher administer medication without another adult present.
11. The medication will be stored on a daily basis under the direction and guidelines of the Board of Management.
12. All such medication must have clearly labelled instructions regarding dosage, storage etc
13. A record of any such administration is kept.

**The administration of medication must be kept to a minimum as reviewed by the Board of Management on an individual case by case basis.**