

Foxfield School



Administration of Medication Policy

St. Michael's House Special School Foxfield

Administration of Medication Policy

The Board of Management has a duty to safeguard the health and safety of pupils at school. This does not imply a duty upon teachers to personally undertake the administration of medication

Parents must make staff members aware in writing of any medical condition suffered by their child

Pupils attending the school who are under the medical supervision of St. Michael's House will have an up to date MAS sheet detailing their medications. These sheets are kept on file in the administration office. Staff trained in The Safe Administration of Medication will administer such medication. Medication stored in school or sent to and from school daily is stored in a locked press in the administration office. A record of any administration of medication will be kept in the office.

From time to time staff members are requested to administer over-the-counter preparations to pupils. In such cases, parents are requested to write to the principal requesting a staff member to administer medication

- The principal or deputy principal teacher is the teacher who administers such products
- An indemnity will be sought from parents in respect of liability that might arise

Responsibilities of Staff Members

- Staff member are not obliged to administer medication to a pupil
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.

- Written instructions on the administration of the medication must be provided
- Parents will be notified if medication is administered and informed of the time it was given
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent
- A written record of the date and time of administration will be kept (Appendix 2)
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity
- Parents will be contacted should any questions or emergencies arise.

Ratification and Review

This policy has been approved by the Patron Body and was ratified by the Board of Management on The policy will be made available to all parents/guardians and educational professionals on our website and on request from the school. The policy will be reviewed annually to ensure compliance with statutory requirements.

Signed:

Chairperson, BOM.