ADMINISTRATION OF MEDICATION POLICY

**Introduction**

The administration of medication policy for C.B.S. Primary School Ennis has been devised to deal with:

* The issues surrounding the administration of medication to children with health conditions.
* To safeguard the Board of Management and school staff from possible litigation.
* To deal with the role of staff in the administration of medication.

**Background**

C.B.S. Primary School will strive to co-operate with parents / guardians in the administration of medication to pupils.

That parents / guardians understand that school personnel are not medically trained to administer medicines.

**Notification to School**

As part of the enrolment process to C.B.S. Primary School parents / guardians are required to complete the school registration form.

The registration form contains a section where details of the pupil’s medical condition are listed.

When C.B.S. Primary School becomes aware of the enrolment of a pupil with a long term / life threatening health condition the school requires that a healthcare plan should be completed by the parent / guardian of the pupil.

**Short term conditions**

A short term medical condition is one where the pupil is deemed healthy enough to attend school but is in need of some medication such as a cough bottle and antibiotics.

* C.B.S. Primary School will not accept responsibility for administering medication to pupils with short term medical conditions and that school personnel will not administer such medicines.
* C.B.S. Primary School will not be responsible for the storage of short term medication.
* Parents / guardians may come into the school at pre-arranged times to administer such medication.

**Long term / Life threatening conditions**

A long term medical condition is one where the pupil is deemed healthy enough to attend school but is in need of regular and ongoing medication.

Long term medical conditions include Diabetes, Epilepsy, Asthma, Seasonal Allergies.

A life threatening medical condition is one where there is a possibility that the illness / condition could result in serious illness or the death of the pupil.

Life threatening medical conditions include Food Allergies, Asthma.

* Parents / guardians are required to complete a healthcare plan for their child who has a long term / life threatening medical condition.
* Medicines should be self- administered by pupils if possible.
* Where self-administration of medicines is not possible then parents / guardians may arrange for the administration of medication by the parent themselves or by a parent’s representative.
* Parents /guardians who request the administration of medication by school personnel must write to the Board of Management requesting permission.
* The Board of Management will only grant the request where there are sufficient volunteers from the school personnel to administer the medication.
* Staff members of C.B.S. Primary School are not medically trained to administer medication to a pupil.
* Staff members may exercise their right not to administer medication to a pupil.
* Medication will be administered only by school personnel who have volunteered to do so.
* Where a staff member administers medication the parent / guardian must indemnify both C.B.S. Primary School and the staff member from any liability that may arise from the administration of the medication.

**Storage of Medicines**

* Whenever possible pupils should be in charge of storing their own medication.
* Where this is not possible C.B.S. Primary School will store medicines in the staffroom in association with each pupil’s health care plan.
* Medicines requiring refrigeration may be kept in a clearly labelled closed container in the fridge.

**Indemnity for School Personnel**

C.B.S. Primary School requires that the parent /guardian agree to indemnify and keep indemnified the Board of Management, the Principal and any staff member of the C.B.S. Primary School from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

**Implementation:**

This policy is effective from

**Ratification:**

This policy was ratified by the Board of Management on

**Review Timetable:**

This policy will be reviewed in the 2019 – 2020 school year and amended as necessary by means of a whole school collaborative process.

Signed by Chairperson of Board of Management

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**John Hogan.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**