



<b>POLICY NO</b>	<b>POLICY TITLE</b>
<b>12</b>	<b>Administration of medicines to children</b>

### DOCUMENT CONTROL

This Policy Document has been prepared by the Board of Management (BOM) in consultation with the Parents’ Association and Staff of St Paul’s Primary School and taking into account all relevant legislation/circulars.

### REVISION HISTORY

REVISION NO	DESCRIPTION	APPROVED BY	DATE
REV 1	FIRST ISSUE	BOM	April 5th 2005
REV 2	Update	BOM	January 30th 2007
REV 3	Update	BOM Pro-tem	February 22nd 2023
		BOM	April 26th 2023

<b>NEXT REVIEW NO LATER THAN</b>	September 2024
----------------------------------	----------------

## ***General Guidelines***

As a general rule, teachers should not be involved in the administration of medication to pupils. In exceptional circumstances, where a teacher agrees to become involved in the administration of medication, the Board is adopting the recommendations of the I.N.T.O.

1. The parent(s) of the pupil concerned should write to the Principal requesting the Board to authorise a teacher/SNA to administer the medication.
2. The request should also contain written instructions of the procedure to be followed in administering the medication.
3. The Principal having considered the matter, may authorise a teacher/SNA to administer medication to a pupil. If the teacher/SNA is authorised she/he should be properly instructed by the Principal.
4. A teacher/SNA should not administer medication without the specific authorisation of the Principal.
5. In administering medication to pupils, teacher/SNA should exercise the standard of care of a reasonable and prudent parent.
6. The Principal should inform the school's insurers accordingly
7. The Principal should seek an indemnity from the parent(s) in respect of a liability that may arise regarding the administration of the medication.

**Note:** Where the above procedure is put in place the Principal should give consideration to authorising another member of staff to administer the medication in the event that the regular teacher is absent from school. The Board of Management should also make arrangements for the safe storage of the medication.

## **LETTER OF INDEMNITY**

**THIS INDEMNITY** made **BETWEEN** \_\_\_\_\_ the (lawful guardians ) of \_\_\_\_\_ (herein after called 'the parents') of the One Part AND for and The Principal on behalf of the Board of Management of St. Paul's National School, Dooradoyle, Limerick, (hereinafter called the Board'.

### **WHEREAS:**

1. The guardians of \_\_\_\_\_, a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition known as: \_\_\_\_\_
3. The pupil may while attending the above school, may require, in emergency circumstances, the administration of medication,
4. The parents have agreed that the said medication, in emergency circumstances, be administered by the said pupil's classroom teacher and /or such other member of staff of the said school as may be designated from time to time by the Principal

**NOW IT IS HEREBY AGREED** by and between the parties hereto as follows:

In consideration of the board entering into the within Agreement, the parents, as the lawful mother respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and /or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

Date for next review: See Lead Sheet

\*\*\*\*\*