



Coláiste Iognáid S.J.

Bóthar na Mara, Gaillimh

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Administration of Medicines Policy

LINK TO MISSION STATEMENT

Coláiste Iognáid aspires to be a community wherein mutual respect, cooperation and justice are integral features. The school's ethos seeks to develop each student's religious, moral, social, intellectual and cultural sensibilities. Our Ignatian Vision guides procedures and processes within the school. Cura personalis is one of the defining features of the ethos of the college where each student will be cared for. The unique character of each person is acknowledged and valued. One of the central aspirations of the college is that we should be "people for others". All our policies are informed and guided by these principles.

INTRODUCTION BY THE BOARD OF MANAGEMENT

The Board of Management recognises the importance of the administration of medicines and is fully committed to following the key principles of best practice in implementing this policy.

In developing this policy, we have given serious consideration to the democratic and child-centred principles of the school. The establishment of a sound learning environment at school and classroom level is critical to effective teaching and learning.

This policy document sets out procedures to be applied to support students in the school in the school.

RATIONALE

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teaching or administrative staff to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets and sprays administered by mouth and automatic injection devices (eg. anapen) used in cases of anaphylaxis.

Policy Content

Procedure to be followed by parents who require the administration of medication for their children.

- The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. This email should be sent to admin@colaisteiognaid.ie (Add an email account here for this to be sent to?)
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.
- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
- 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. This email should be sent to admin@colaisteiognaid.ie
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Doctor / Carer / Secondary Contact name address and telephone phone number need to be advised to the school to admin@colaisteiognaid.ie
- Should a student refuse to accept the administration of medication parents must clarify how to deal with this and how to contact them quickly in that event.

• **Procedures to be followed by the Board of Management.**

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Responsibilities of Staff Members.

- No staff member can be required 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.

- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- Two staff members should be present if medicines are to be administered so that they can collaborate on the student's condition and the details of the medications.
- A written record of the date and time of administration will be updated onto the student's Compass Chronicle.
- In emergency situations, staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents should be contacted should any questions or emergencies arise.

POLICY PUBLICATION

This policy was adopted by the Board of Management on 24/01/2022.

REVIEW

This policy has been made available to school personnel. The policy is published on the school website and is available to parents and pupils on hardcopy upon request. A copy of this policy will be made available to the Department and the patron if requested.

RATIFICATION

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and will otherwise be readily accessible to parents and pupils on request. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: 

Principal

Signed: 

Chairperson of Board of Management

Date: 24th January 2022