**Adm.inistration of Medication Policy.**

**St Lachteens National School**

**Ratified by Board of Management October 13th 2014**

As a general rule school staff should not be involved in the administration of medication to pupils.

Children with ongoing and long-term Medical Care Needs

In such instances the parent must submit a medical care plan to the school outlining

* The name of the Illness
* Signs and Symptoms
* Action to be taken
* Contact Numbers
* Any other relevant information
* A photo of the child will also be required
* Storage arrangements for the medicine must also be part of the plan
* The Board of Management request that an indemnity form must be completed in respect of any liability that may arise regarding the administration/overseeing of administration of medications.

In relation to medical care plans:-

*It is the responsibility of the parent to ensure these plans are updated*

*It is the responsibility of the parent to ensure medications are in date*

*If changes are made to the plan a new indemnity form must be completed*

Other than children who have specific medical care plans in relation to long term/ongoing medical care needs school staff are not in a position to administer/oversee administration of medications. This includes oral medications (tablet or liquid) such as Calpol, Paracetamol, and Antibiotics etc.

In administering medication to pupils with a medical care plan staff should exercise the standard of care of a reasonable and prudent parent. In relation to medical care plans staff have the option to abstain from administering medications should they wish.

Should a child require medications during the school day such as calpol, antibiotics, sore throat medications to include lozenges and strepsils etc the parent must be present and take responsibility for administration.

Under no circumstances should pupils have medications in their school bags this would include inhalers , antibiotics , tablets, strepsils and any form of sore throat lozenge. This is for the safety of all pupils and staff in the school. Any such items will be confiscated.

Thank you for your cooperation.