

## ***Administration of Medicines Policy.***



**Our Lady of Mercy College  
Beaumont  
Dublin 9**

**Date Approved by the BOM:  
10th April 2024**

### **1. Introductory Statement:**

Our Lady of Mercy College aims to protect the well being of its students and staff by providing a safe and nurturing environment at all times. The Board of Management, through the school Principal, has drawn up a Critical Incident Management Plan (CIMP) as one element of the school's policies and plans.

### **2. Mission Statement:**

Our Mission Statement states that the core value of Our Lady of Mercy College, Beaumont is respect for all and the nurturing of individual potential, academically, spiritually and culturally as a member of the school community and in the spirit of the Mercy Ethos.

### **3. Scope:**

This policy sets out how this school creates a supportive environment. It establishes a framework within which the school community can work should the need arise.

While the Board of Management has a duty to safeguard the health and safety of students 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.

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

### **Policy Content**

#### **1. Procedure to be followed by parents/guardians (namely the lawful father and mother or lawful guardian(s)) who require the administration of medication for their child:**

The parents/guardians should write to the Board of Management requesting the Board to authorise appropriate staff members to administer medication to the student or to monitor self-administration of the medication.

Parents/guardians are required to provide written instructions detailing the students name; the procedure to be followed in the administration, including but not limited to dosage amount and frequency, and storing of the medication.

Parents/Guardians are responsible for ensuring that the medication is delivered to the college and handed over to an appropriate member of staff and for ensuring that the smallest possible yet adequate supply is available for administration to the student.

Parents/Guardians are further required to indemnify the Board and 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.

Where children are suffering from life threatening conditions, parents/guardians 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.

Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

Two members of staff to be present at the administration of medicines.

## **2. Procedures to be followed by the Board of Management**

The Board, having considered the request, may authorise members of staff to administer medication to a student or to monitor the self-administration by a student.

The Board will ensure that the authorised members of staff are informed of the student and properly instructed in how to administer the medicine concerned.

The Board shall seek an indemnity from parents/guardians 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 develop procedures for the administration of medication in the event of the absence of the members of staff designated at (1) above.

The Board shall retain a written record of the date, time and details of all medication administered in the college

## **3. Responsibilities of Staff Members**

No staff member can be required to administer medication to a student.

The medication should be self-administered if possible and under the supervision of an authorised staff member. 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 students, staff members will exercise the standard of care of a reasonable and prudent parent/guardian.

A written record of the date and time of administration will be kept / provided by the staff member who administered the medication to the Board (see above).

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/Guardians should be contacted should any questions or emergencies arise.