



Hansfield

Educate Together National School
Barnwell Road, Hansfield, D15.



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ADMINISTRATION OF MEDICATION POLICY

- As part of our school's enrolment procedure, a request is made for details of students' medical conditions (allergies, diabetes, asthma, sight, hearing physical disability etc) that may have to be considered when planning for and engaging in the wide variety of activities during the school day and year.
- No staff member is obliged to administer or monitor the administration of medication to any student if they do not wish to do so. The following conditions however must be met when staff members are willing to administer/monitor medication.
 1. While the school will make every effort to facilitate the administration of medication correctly, the child's parents/guardians must state in writing that they do not hold staff members or the BOM responsible should adverse effects result from administering such medication. A standard form for this purpose is available on request from the School principal on behalf of the BOM.
 2. An annual, written request must be made to the BOM for staff to administer medication and also when a change in circumstance of an existing condition has taken place.
 3. Any specialised personnel, equipment, furniture or whole-staff training that is necessary to accommodate a child with such conditions should be in place prior to the child's first day attending our school. It is the responsibility of the parents to inform the school of such conditions at enrolment and of any subsequent changes.
 4. The supply, monitoring and replenishment of medication/equipment and emergency telephone numbers remains the responsibility of the child's parents/guardians.
 5. In the case of a class teacher preferring **NOT** to administer medication, arrangements should be made for the child to be sent to another teacher/SNA or school secretary.
 6. The BOM will inform the school's insurers of all medication administered in our school.
 7. A written record/log of each administration of medicine will be kept in class first aid diary, staff room diary or first aid station diary.
 8. All medications will be labelled and when necessary accompanied by a photo and/or quick & easy instructions, emergency contact numbers and names of trained staff members.

9. Medication is considered in 3 categories, according to risk levels.

- **INCIDENTAL – Minor risk:** Short term, once off, meds kept in tray overhead class first aid kit, permission requested in red notebook/students' journal eg sun block, anti histamine, panadol, Bonjella, Zovirax etc
- **REGULAR – Medium risk:** Long term, frequent, meds kept in tray overhead class first aid kit, permission requested on official form, eg asthma inhalers, Senior students may carry these on their person, Junior students hand to class teachers. separate school & home inhalers.
- **REGULAR – High risk:** Long term, Infrequent, meds kept in staff room cabinet, current photo, name clearly printed, trained staff, contact numbers, permission requested on official form & renewed annually eg Anapen, Ritalin etc

10. Administering medication during unusual days in the school's calendar (eg school trips, sports days, half days) must be considered by parents in conjunction with the school personnel.

11. In exceptional/once off circumstances, it may be necessary for parents/guardians to administer medication to their child on the school premises. Facilitating such circumstances is at the discretion of the Principal Teacher on behalf of the BOM.

12. This policy will be reviewed regularly in conjunction with the school's Health, Safety and Welfare policy.

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