



## ST. CLARE'S ADMINISTRATION OF MEDICATION

### Background

- Department of Education & Science position:  
Under the provision of the Education Act 1998 and the regulations of the Department of Education and Science, the Board of Management is the body charged with the direct governance of the school. Concerns should be addressed to the Board of Management of the school. The Department cannot direct any member of the Board of Management or the teaching staff of the school to administer medical treatment to pupils, actions and procedures which are normally carried out by medical professionals such as doctors and nurses.
- Teachers and Administration of Medicines in School, CPSMA Management Board Members' Handbook 2007
- Guidelines from INTO (*see below*)
- Administration of Medicines in Schools - Indemnity form, CPSMA Management Board Members' Handbook 2007

**The Board of Management of St. Clare's will follow the following guidelines as published in CPSMA Management Board Members' Handbook 2007:**

---

1. No teacher can be required to administer medicine or drugs to a pupil.
2. Any teacher who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe. It is wise to limit this willingness to emergency situations only. A teacher who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed. The INTO/CPSMA advise that:
  - (a) the parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a member of the teaching staff to administer the medication;
  - (b) the request should also contain written instructions of the procedure to be followed in administering the medication;

- (c) the Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised she/he should be properly instructed by the Board of Management;
- (d) a teacher should not administer medication without the specific authorisation of the Board;
- (e) in administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent;
- (f) the Board of Management should inform the school's insurers accordingly;
- (g) the Board of Management should seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.

In addition, parents of children with asthma must sign an acknowledgement that the child will be self medicating and parents of children with diabetes must give written instructions as to the testing and treatment of such children.

Appendix 1: Administration of Medicine in Schools Indemnity form

Appendix 2: Acknowledgement of self medication for children with asthma

This policy will be reviewed in 2015

Signed: \_\_\_\_\_ Chairperson BOM

Date: \_\_\_\_\_