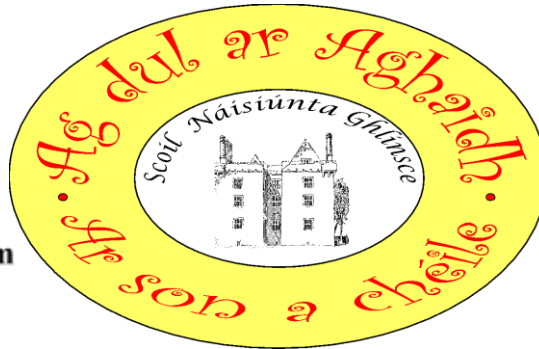


# Scoil Náisiúnta Ghlinisce

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Glinsk,  
Via Castlereau,  
Co. Galway

*Glinsk N.S.*

## Administration of Medication

As a general rule, teachers should not be involved in the administration of medication to pupils. In exceptional circumstances, where a teacher agrees to become involved in the administration of medication, the INTO advises that:

1. The parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a teacher to administer the medication.
2. The request should also contain written instructions of the procedure to be followed in administering the medication.
3. The Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is authorised she/he should be properly instructed by the Board of Management.
4. A teacher should not administer medication without the specific authorisation of the Board.
5. In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent.
6. The Board of Management should inform the school's insurers accordingly
7. The Board of Management should seek an indemnity from the parent(s) in respect of a liability that may arise regarding the administration of the medication.

Note: Where the above procedure is put in place the Board of Management should give consideration to authorising another member of staff to administer the medication in the event that the regular teacher is absent from school. The Board of Management should also make arrangements for the safe storage of the medication.

8. It is School Policy that Individual Management plans will be drawn up in cases where pupils have specific Medical Needs e.g. Diabetes, Epilepsy or Asthma. We believe that it is important that such management plans are specific to the needs of individual pupils and are drawn up with the help, assistance and co-operation of the Parents, Medical Specialists and all stakeholders involved.

<b>Glinsk N.S.</b>	<b>Compiled : 2000</b>
<b>Revision No: 4</b>	<b>Revised on: Feb 2015</b>
<b>Signed on behalf of Staff:</b>	<b>Signed on behalf of BOM:</b>
<b>Date:</b>	<b>Date:</b>

Policy will be reviewed in two years i.e. 2017