



# DOMINICAN COLLEGE MUCKROSS PARK

## ADMINISTRATION OF MEDICATION POLICY

(Ratified by BOM 20 October 2015)

### Our Vision

To create a progressive learning environment of the highest quality where our students grow to become independent, respectful and caring women of integrity who live by Christian values and Dominican principles.

### Our Mission

To provide our students with an education that in the spirit of St Dominic:

- recognises and responds to the unique needs and abilities of each individual student
- encourages the development of positive, respectful and inclusive relationships
- challenges each student to speak and act with honesty and integrity.

### Introduction

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.

The Board of Management requests parents to ensure that the school is made aware *in writing* of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

It is expected that students will administer their own medication under normal circumstances but in an emergency this policy will apply.

Medication in this policy includes medicines, tablets and sprays administered by mouth and automatic injection devices (eg. anapen) used in cases of anaphylaxis.

### Policy Content

#### 1. Procedure to be followed by parents who require the administration of medication for their children in emergency circumstances.

- The parent/guardian should write to the school requesting that in emergency circumstances medication will be administered by a member of staff or that its administration will be monitored by a member of staff.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a member of staff and for ensuring that an adequate supply is available.

- Parents are further required to indemnify the Board and their child's classroom teacher and all members of staff in respect of any liability that may arise regarding the administration of all medicines in school. The school 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 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.

## **2. Procedures to be followed by the School**

- The School, having considered the matter, may authorise staff members to administer medication to a student or to monitor the administration of the medication in an emergency.
- The School will ensure that the authorised person is properly instructed in how to administer the medicine.
- The School shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- The School shall inform the school insurers accordingly
- The School shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

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

- No staff member can be required to administer medication to a student.
- In administering medication to students, staff members will attempt to exercise the standard of care of a reasonable and prudent adult.
- A written record of the date and time of administration will be kept.
- 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 should be contacted should any questions or emergencies arise.



**Dominican College Muckross Park**  
**ADMINISTRATION OF MEDICINES IN SCHOOLS**  
**INDEMNITY**

THIS INDEMNITY made the ..... day of 20..... BETWEEN

.....Lawful parent(s) or guardian(s) of  
 ....., hereinafter called ‘the parents’ of the One Part

AND.....

for and on behalf of the School of Management of Dominican College Muckross Park, (hereinafter called ‘the School’) of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother or guardians of  
 ....., a student of the above school.
  
2. The student suffers on an ongoing basis from the condition known as .....  
 .....
  
3. The student may, while attending the said school, require, in emergency circumstances, the administration of medication, viz.  
 .....
  
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by a member of staff of the said school as may be designated from time to time by the School.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

In consideration of the Board of Management entering into the within Agreement, the parents, as the lawful father and mother respectively of the said student HEREBY AGREE to indemnify and keep indemnified the Board of Management, its servants and agents including without prejudice to the generality the members of staff and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND WITNESSED

by the parents in the presence of:

\_\_\_\_\_

SIGNED AND SEALED by the said school authority in the presence of:

\_\_\_\_\_