

Policy on Administration of Medication

When administration of medicine is necessary for a child during the school day the following procedure will be used:

- Parents will write a letter to the Principal requesting administration of medication. Parents will be sent (a) a letter of indemnity and (b) an Administration of Medicines Form containing the following information:
 - child's full name, address and date of birth
 - emergency contacts
 - name and contact details of child's doctor
 - diagnosed condition
 - prescription details: name/dosage, time of medication etc.
 - any other action required
 - signatures of parents/guardians
- Parents are responsible for provision of medication and should keep account to ensure that medication is available and within expiry date
- Medication should be sent to Principal's office and will normally be kept in a Medical Safe in the main office
- Medication will normally be administered from the Principal's office
- Where there are changes in dosage or time of administration, parent/guardian or other person designated by parent/guardian should write a letter requesting these changes
- Request for administration should be renewed at the beginning of each school year, by completion of Indemnity Form and information on Medical Condition Form
- A record of administration will be kept in the office.

Ratification/Communication

This policy was ratified by the Board of Management in September 2011.