

GUIDELINES ON THE ADMINISTRATION OF MEDICATION TO PUPILS

As a general rule, childcare supervisors should not be involved in the administration of medication to children. In exceptional circumstances, where a childcare supervisor agrees to become involved in the administration of medication, the guidelines as set out below should be followed:

1. The parent of the child concerned should write to the Board of Management requesting the Board to authorize a childcare supervisor 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 childcare supervisor to administer medication to a child. If the childcare supervisor is so authorised she/he should be properly instructed by the Board of Management.
4. A childcare supervisor should not administer medication without the specific authorisation of the Board.
5. In administering medication to a child, childcare supervisors 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 any 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 childcare supervisor is absent from school. Arrangements should also be made by the Board of Management for the safe storage of medication.

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

- a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said child's childcare supervisor 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 SEALED by the parents in the presence of:

SIGNED AND SEALED by the said in the presence of:

INDEMNITY

THIS INDEMNITY made the _____ day of _____ 200____,
BETWEEN _____, lawful father and
mother of _____, (hereinafter called
"the parents") of the one part AND _____
for and on behalf of the Board of Management _____
School situate at _____
In the County of _____ (hereinafter called
"the Board") of the other Part.

WHEREAS

1. The parents are respectively the lawful father and mother of
_____, a child at the above school.
2. The Child suffers on an on-going basis from the condition known as
_____.
3. The child may, while attending the said school, require, in emergency
circumstances, the administration of medication, vis
_____.
4. The parents have agreed that the said medication may, in emergency
circumstances, be administered by the said child's childcare
supervisor and/or such other member of staff of the said school as
may be designated from time to time by the Board.

