

Donabate-Portrane



Educate Together

POLICY ON THE ADMINISTRATION OF MEDICATION

When administration of medication is necessary for a child during the school day, the following procedure will be followed:

1. Parents will write to the Principal requesting administration of medication. This letter should contain the following:
 - Child's full name and address
 - The name of the medication to be administered
 - The exact dosage and time of administration
 - Signature of parent/guardian
2. Medication should be handed to the Principal or Class Teacher and will; be kept in a safe place. Certain medicines , such as inhalers for asthmatic children, must be readily accessible at all times during the school day.
3. Any changes in dosage or time of administration must be stated in writing.
4. If the parent is required to administer the child's medication during school hours please contact the Principal and every effort will be made to facilitate this.
5. Request for administration of medication should be renewed at the beginning of every school year.
6. A teacher should not administer medication without the specific authorisation of the Principal. No teacher is obliged to administer medication.
7. Non prescribed medicines will neither be stored nor administered in school.
8. Where possible the family doctor should arrange for the administration of prescribed medication outside of school hours.

Please note that it is the responsibility of parents to write to the Principal each September to ensure that all details of medication to be administered are up to date.