

St. Joseph's School,  
Tivoli Road,  
Dun Laoghaire.

**Policy on administration of medicine by school staff  
(October 2006)**

As a general rule, school staff should not be involved in the administration of medication to pupils. A member of staff should not administer medication without the specific authorisation of the Board of Management. In exceptional circumstances where a member of staff agrees to become involved in the administration of medication the following procedure applies:

- The parents of the pupils concerned should write to the Board of Management requesting the Board to authorise a member of staff to administer the medication. The request should contain specific written instructions - from the doctor who prescribed or the pharmacist who dispensed the medicine/medication - for the procedures to be followed in administering the medicine/medication.
- The Board of Management, having considered the matter, may authorise a staff member to administer medication to a pupil. If the staff member is so authorised she/he should be properly instructed by the Board of Management.
- In administering medication to pupils, the staff member should exercise the standard of care of a reasonable and prudent parent.
- The Board of Management will inform the school's insurers accordingly.
- The Board of Management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of medication.

Where the above procedure is put in place the Board of Management will give consideration to authorising at least two other members of staff to administer the medication in the event that the regular person is absent from school.

Arrangements will also be made by the Board for the safe storage of medication.