



Oatlands College

Administration of Medications Policy and Procedures

Introduction

The Board of Management requests that parents inform the school in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any chronic medical condition. These conditions could include but are not limited to asthma, diabetes, epilepsy and severe allergies.

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 (e.g. anapen, EpiPen) used in cases of anaphylaxis.

This policy should be read in conjunction with the Oatlands College Health and Safety Statement.

Procedures for Parents/Guardians

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 can 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 for the administration and storage of the medication.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a member of staff. Parents are responsible for ensuring medication is in date and an adequate supply is available. Medicines should be provided in the original container, labelled with the dosage, frequency of the administration, expiry date and the name of the student with a photograph of the student attached.

- The school should be notified immediately in writing of any changes to the prescribed medication or dosage occur.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

Procedures for Students

- It is expected that students will administer their own medication under normal circumstances.
- It is the student's responsibility to ensure all essential medicine is brought on any trips outside the school grounds.

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 provide safe and secure storage for medication in the main office or the fridge in the staff room.
- The School insurance will indemnify the School in respect of legal liability arising out of or in connection with the supply and/or administration by a responsible adult of drugs or medicines as prescribed by a qualified medical practitioner.

Responsibilities of Staff Members

- No staff member can be required to administer medication to a student.
- In administering medication to students, two staff members must be present.
- An incident report will be completed in the event of any emergency.
- In emergencies, staff will contact the emergency services immediately and contact parents/guardians.

This policy was adopted by the Board of Management on 5th December 2022.