



SCOIL CARMEL JNS
Administration Of Medicines Policy

www.scoilcarmeljns.com

01 – 4514151



It is the policy of the Board of Management of Scoil Carmel that:

- All first aid and medications will be kept in the secure wall mounted green first aid boxes in classrooms (and resource rooms where applicable)
- A photo of the child and his/her medical needs are mounted beside this box
- A photo of any child with key medications will be on display on a Staff Room notice board to alert all staff
- If a child may require medication during school hours, the relevant class teacher will request the child's parent(s)/ guardian(s) to complete and sign an indemnity form and a medical condition form on an annual basis – as a child's medication, medical condition or class teacher may change from year to year
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication
- The Health and Safety Representative will collate this information in a folder, which will be kept in the staff room
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child
- They should also ensure an adequate supply of medication is available and within date
- Teachers will keep a record of when medication is administered and notify parents when this happens
- In the event of a class teacher being absent, a substitute teacher, supervising teacher and/ or student's SNA will be notified of a child's medical need and has permission to administer the child's medication on behalf of the Board of Management
- A Health and Safety folder will be kept by each teacher containing a copy of the child's photo, medical needs form and emergency contact information
- This folder should be kept on display beside the green First Aid box for a substitute teacher to read and to be sent along with the child and the medication in the event of a class split
- When children are leaving the school to go on a field trip, school tour, church visit etc, the teacher will bring all prescribed medicine for the class
- Teachers are reminded on a termly basis of the importance of keeping up to date with how to administer medication required and provided with resources, such as videos on how to administer EpiPen, inhaler as required
- In emergency situations, staff should do no more that is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm
- In emergency situations, First Aid Responders should be called to assist and qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents/ guardians should be contacted should any questions or emergencies arise.



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Names of Occupational First Aiders:

- Cora Marchetti (OFA)
- Veronica McFadden (OFA)

Ratified by Board of Management on: 23.4.24
The policy will be reviewed in April 2025

Signed:

Chairperson, Board of Management

Signed:

Principal