

## **Milford NS**

### **Policy on Administration of Medication**

When administration of medicine is necessary for a child during the school day the following procedure will be used:

- Parents will write a letter to the Principal requesting administration of medication. Parents will be sent (a) a letter of indemnity and (b) an Administration of Medicines Form containing the following information:
  - child's full name, address and date of birth
  - emergency contacts
  - name and contact details of child's doctor
  - diagnosed condition
  - prescription details: name/ dosage, time of medication etc.
  - any other action required
  - signatures of parents/guardians
  
- Parents are responsible for provision of medication and should keep account to ensure that medication is available and within expiry date
- Medication should be sent to Principal's office and will normally be kept in a Medical Safe in the main office
- Medication will normally be administered from the principal's office
- Where there are changes in dosage or time of administration, parent/guardian or other person designated by parent/guardian should write a letter requesting these changes
- Request for administration should be renewed at the beginning of each school year, by completion of Indemnity Form and Information on Medical Condition Form
- A record of administration will be kept in the office

#### **Ratification**

**This policy was originally ratified on January 14<sup>th</sup> 2009.**

**It was reviewed and ratified by the Board of Management on 12 November 2012**