

# **St. Patrick's School**

Bohreen Hill, Enniscorthy, Co. Wexford, Y21 W938

Email:

[principal.stpatricksschool@gmail.com](mailto:principal.stpatricksschool@gmail.com)



Telephone: 053-9233657

Junior School:053-9230330

*Principal: Lee Rogers*

*Deputy: Ann Marie Furlong*

## Policy on Administration of Medication in St. Patrick's School

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

- Parents/Guardians will write to the Board of Management requesting the administration of medication. The letter should contain the following information.
  - Child's full name and address
  - medication to be administered
  - the exact dosage and time of administration
  - Parent/Guardian's signature
- When the Board of Management sanctions this request the School Nurse will give the Parents/Guardians a Kardex to be filled in by their G.P.
- All changes in medication; dosage or times of administration should be written up on the Kardex by the doctor.
- The school nurse should be informed in writing, as to why medication or dosage is changed.
- A record of administration will be kept by the School Nurse.
- Kardex will be returned to parents at the end of June. This is to enable Parents/Guardian to have Kardex renewed and returned to school in September. Kardex must be written up and signed by the G.P. otherwise medication cannot be administered.
- Parents/Guardians are requested to make the school Nurse aware of any medical condition suffered by their child.
- Non-prescriptive medicines will not be stored or administered to the students.
- A teacher or S.N.A. should not administer medication without the specific authorisation of the Board.