



Managing Medicine Policy and Procedures

Statement

We promote the good health of children attending Naíscoil na Seolta and take necessary steps to prevent the spread of infection (see sickness and illness policy).

Where possible persons with parental responsibility will administer medications before or after the session.

If a child requires medicine we will obtain information about the child's needs and will ensure this information is kept up-to-date.

When dealing with medication of any kind in the Naíscoil, strict guidelines will be followed.

Prescribed Medicines

- Internal medicines: The child must have been taking the medication for a minimum of 48 hours after the first dose before being accepted back into the Naíscoil. They may only return providing they are well enough and are not contagious.

Once the 48 hours have elapsed the leader can continue to administer the prescribed medication in line with stated instructions (please see below).

- External medicines: The child must have had the medication applied for a minimum of 24 hours after the first application before being accepted back into the Naíscoil. They may only return providing they are well enough and are not contagious.

Once the 24 hours have elapsed the leader can continue to administer the prescribed medication in line with stated instructions (please see below).

Over the Counter Medicines

- Internal medicines: They can be administered in line with stated instructions (please see below).

- External medicines: They can be administered in line with stated instructions (please see below).
The Naíscoil will not administer over the counter medication to mask an illness. If the Naíscoil leader, or supervisor feels a child is unwell then they will contact the parents and ask for the child to be collected from the Naíscoil.
In certain circumstances the Naíscoil will refer to good practice outlined in the ‘Managing Medicine in School and Early Years Settings’.

Medicine Policy and Procedures Administration of Medicine

- All medication must be stored correctly within the Naíscoil. Medicine boxes are kept in the kitchen fridge. We also have medicine cabinets in the cupboard. All medicines must be clearly labelled and parents must sign all the relevant medicine forms at the beginning of the day. Medicines which may be needed quickly in an emergency must not be locked away. All medicines must be signed in and out of the Naíscoil on our audit forms by a senior member of staff.
- Parents must allow time at the beginning of the day to complete all the relevant medicine forms. It is the senior staff’s responsibility to check the forms before the parent leaves. When you collect your child at the end of the day staff will ask you to sign for the medicine that has been administered.
- The only people to administer medication will be the leader and assistant of the Naíscoil. No one else will be permitted, at any time, to administer medication. Management must be informed of all medicines that are in the Naíscoil. These must be entered on the Medicine checklist.
- Before any medication is administered a checklist must be completed by the person giving medication, and each stage checked by the witness. Only when both parties are satisfied that all procedures have been followed and are correct, can medication be given to the child.
- Medicines should always be provided in the original container and include the prescriber’s instructions. We will not administer any medicines if they have been taken out of their original container.
- As soon as medication has been administered the person who administered it will complete and sign the medicine form. It is the witness’s responsibility to ensure they also sign the medicine form.
- Both the medicine giver and the witness will be held equally responsible for all medication given.
- Naíscoil staff will be aware of the needs of children on long-term medication and work closely with the parents/carers to ensure that administration of medicines is consistent with the child’s medical needs. For medication that is used long term we require a written consent letter from the Doctor. i.e. inhalers.

Medicine Forms

- Medicines will only be administered with written consent by person with parental responsibility.
- If it is a prescribed medication then the prescribed medication form should be completed at the beginning of the course on the first day only. For all following days that the same medicine is needed then a continuation sheet can be completed.
- Medication will only be administered at the times stated by the person with parental responsibility on the medicine form.
- The amount given will be the amount stated on the medicine form by the person with parental responsibility. Should it be above the recommended dosage on the

bottle or box then only the recommended dose will be given and the person with parental responsibility informed.

Should a person with parental responsibility not complete the form clearly then a new one can be e-mailed to the person with parental responsibility to complete and send back immediately. Should they not be able to do this then the medication will not be given and the person with parental responsibility informed.

When all medicine forms have been completed they are to be put away in the child's file. This is kept in a locked filing cabinet in the Naíscoil.

Where appropriate it may be necessary for staff to attend specific training on administration of medicines e.g. epi pen training. We will source the best outlet for any training needs required.


Any member of the staff who has any queries about this policy must not administer any medication, both internal and external, and they must seek advice from the naíscoil. The committee immediately.

Non-Prescribed Medicines:

- The Naíscoil does not take responsibility for the administration of non-prescribed medicine such as Calpol and Nurofen as these mask the symptoms of the illness and when the effect wears off the child becomes ill again with symptoms. In these cases we feel that the child should not be at Naíscoil as it is unfair on the child to be here when they need to be with their person with parental responsibility or having one to one attention instead of being in a busy noisy room where they cannot relax and receive the attention they require. It is also unfair to the rest of the children if they are knowingly in contact with an illness or infection.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the Naíscoil's policy review schedule.

This Policy last reviewed	Date: 29 10 2021
Signed: 	Position in Naíscoil na Seolta: Chair