

TERENURE COLLEGE JUNIOR SCHOOL



POLICY ON ADMINISTRATION OF MEDICATION

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

- Parents will write a letter to the Principal and Matron requesting administration of medication.

This letter should contain the following:

- Child's full name and address.
 - The name of the medication to be administered.
 - The exact dosage and time of administration.
 - Signature of parent/guardian.
-
- Parents are responsible for the provision of medication and should normally keep account to ensure that medication is available.
 - Medication should be sent to the Matron's Office and will be kept in a safe place.
 - Medication will be administered from the Matron's Office.
 - Where there are changes in dosage or time of administration, parent/guardian should write a letter requesting these changes.
 - Request for administration of medication should be renewed at the beginning of each school year.
 - A record of administration will be kept in the Matron's Office.

