



Administration of Medicines Policy

Introduction:

This policy was first devised in November 2004, reviewed in February 2015 and again reviewed in November 2018, 2022 in line with a review of the Health and Safety Policy. This policy was again reviewed in 2026.

Rationale:

The policy as outlined was put in place to:

- Clarify areas of responsibility
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

- **Relationship to School Ethos:**

- The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the nurturing of positive home-school links.

- **Aims of this Policy:**

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

- **In-School Procedures:**

- Parents are required to provide the school with details of any health related issues when enrolling their child in Scoil Naomh Áine. *No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.*
- Prescribed medicines will only be administered after parents of the pupil concerned have written to the Board of Management requesting the Board to authorise a member of the teaching staff to do so. Under no circumstance will non-prescribed medicines be administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. Inhalers will remain the responsibility of the individual child.
- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class.
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Long Term Health Problems

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of the parents/guardians. It would include measures such as self administration, administration under parental supervision or administration by school staff where appropriate.

Life Threatening Condition

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child. If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines

1. The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication.
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school.
3. Written details are required from the parents/guardians outlining the (a) child's personal details, (b) name of medication, (c) prescribed dosage, (d) whether the child is capable of self-administration (e) the circumstances under which the medication is to be given (f) consent for the medication to be administered, (g) when the parent/guardian is to be notified and where s/he can be contacted.
4. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult.
5. A written record of the date and time of administration must be kept by the person administering it.
6. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
7. Emergency medication must have exact details of how it is to be administered.
8. Parents/Guardians are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers as necessary.
9. All correspondence related to the above are kept in the school.

Medicines

- ☐ Non-prescribed medicines will neither be stored nor administered to pupils in school.
- ☐ Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
- ☐ Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- ☐ 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 medicine.
- ☐ A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management.
- ☐ The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent.
- ☐ No teacher can be required to administer medicine or drugs to a pupil.
- ☐ In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.

- ☐ Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

Emergencies:

In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment and no ambulance is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Parents must outline clearly proper procedures for children who require medication for life threatening conditions.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers.

This is updated in September of each new school year.

First Aid Boxes:

A First Aid bag is taken when children are engaged in out of school activities such as tours, excursions, soccer/camogie/football/hurling games.

All classrooms have plasters for minor injuries.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home. If a child has had an episode of vomiting or diarrhoea, they should be kept at home for 24 hours after the last episode. Children who are unwell cannot be supervised indoors at break time.

Roles and Responsibilities:

The Board of Management has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication.

Parents should ensure these procedures are clearly understood before submitting any request to the Board of Management.

Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria;

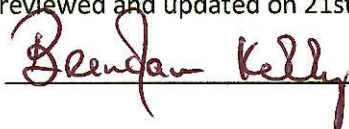
- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review:

This policy was ratified by the Board of Management in November 2004, updated in February 2015 and reviewed again in November 2018 and 2022. It will be reviewed in the event of incidents, changes in legislation or on the enrolment of child/children with significant medical conditions, but no later than the school year 2030/2031.

This Policy was reviewed and updated on 21st September 2026.

Signed:

_____

Date:

21/9/26.

Appendix 1
Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: _____

Storage details: _____

Dosage required: _____

Is the child to be responsible for taking the prescription him/herself? _____

What Action is required:

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed: _____ Parent/Guardian

_____ Parent/Guardian

Date: _____

Appendix 2
Allergy Details

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed: _____

Date: _____

Appendix 3
Emergency Procedures

In the event of _____ displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

Symptoms:

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

To include:

Dial 999 and call emergency services.

Contact Parents

Phone: _____

Appendix 4

Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____

New Ross,
Co. Wexford.
Y34H291.

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051-424779



ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the _____ day of _____ (MONTH) 20.....

BETWEEN _____ (lawful father/mother or legal guardian) of
_____ (hereinafter called 'the parents' of the One Part AND for and on behalf of
the Board of Management of Scoil Naomh Áine, situated at Rathgarogue, New Ross, County Wexford
(hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of _____ a student
of the above school.

2. The student suffers on an ongoing basis from the condition known as

3. The student may, while attending the said school, require, in emergency circumstances, the administration
of medication, _____ (name of medication).

4. The parents have agreed that the said medication may, in emergency circumstances, be administered by a
member of staff of the said school as may be designated from time to time by the Board.

5. Now it is hereby agreed by and between the parties hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother
respectively of the said student HEREBY AGREE to indemnify and keep indemnified the Board, its servants
and agents including without prejudice to the generality the said student's class teacher and/or the Principal of
the said school from and against all claims, both present and future, arising from the administration or failure to
administer the said medicines.

Signed: _____ Date: _____
Parent/Guardian

Signed: _____ Date: _____
Principal on behalf of the Board of Management