

Administration of Medicines Policy



Introduction:

An Administration of Medication policy has been in existence in the school since Kilgordon National School. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management (BoM) on 14/10/2025 2025.

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 school staff and school staff
- To outline procedures to deal with a pupil with a nut allergy in our school
- 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 furthering of positive home-school links.

Aims of this Policy:

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the BoM 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 complete a Health/Medication form when enrolling their child/ren in the school. 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 BoM requesting the Board to authorise a member of the teaching staff to do so. Under no circumstance will non-prescribed medicines be either stored or 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. No medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage

- school staff 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 school staff be made aware in writing of any medical condition suffered by any child in their class
- This does not imply a duty upon school staff 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.

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 (Appendix 3). 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. (Appendix 1, 2 or 3)
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school
3. 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
4. A written record of the date and time of administration must be kept by the person administering it (Appendix 4)
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. Emergency medication must have exact details of how it is to be administered
7. The BoM must inform the school's insurers accordingly
8. Parents 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
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
- school staff/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
- 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/SNA 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
- It is not recommended that children keep medication in bags, coats, etc.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

The following guidelines are in place with regard to pupils with a Nut Allergy

1. Staff dealing with the pupil do not eat nuts or any item with nut trace
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow him to breathe calmly as he will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in _____. Before or immediately after Pen has been administered, an ambulance must be called.

Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

Emergencies:

In the event of an emergency, school staff 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. Parents will be contacted simultaneously.

In addition, parents must ensure that school staff 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 school staff must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also 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 kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

A first aid box is kept in the central area containing anti-septic wipes, bandages, eye wash solution, bandaids, cotton wool, scissors, gloves etc.

General Recommendations:

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

Roles and Responsibilities:

The BoM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Deputy Principal is the Safety Officer and the maintenance and replenishment of First Aid Boxes is a post of responsibility within the middle management structure in the school.

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
- Positive feedback from parents/school staff
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review:

This policy was ratified by the BoM on 14/10/2025. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2028

Diana Keatley-Robb

14-10-2025

Lesley Witter

14-10-25

Medical Condition and Administration of Medicines Form

Note: The school will not give your child medicine unless this form is completed and signed by the parent/guardian, and the Board of Management has agreed that a member of staff, of their own free will, has agreed to administer the medication.

Child's Details

- Name(s): _____
 - Address: _____
 - Date of Birth: _____
 - Condition or Illness: _____
-

Medication Details

Parents must ensure that in-date, properly labelled medication is supplied.

- Name/Type of Medication (as described on the container):

- Date Dispensed: _____
- Expiry Date: _____
- Storage Details: _____
- Dosage: _____

Note: Dosage can only be changed on a Doctor's instructions.

- Full Directions for Use:
-
-

- Self-Administration: Yes / No (*delete as appropriate*)
-

Emergency Procedures

1. _____
 2. _____
 3. _____
-

Emergency Contact Details

Contact 1

- Name: _____
- Phone (Home/Mobile): _____
- Phone (Work): _____
- Relationship to Pupil: _____
- Address: _____

Contact 2

- Name: _____
- Phone (Home/Mobile): _____
- Phone (Work): _____
- Relationship to Pupil: _____
- Address: _____

Contact 3

- Name: _____
 - Phone (Home/Mobile): _____
 - Phone (Work): _____
 - Relationship to Pupil: _____
 - Address: _____
-

Parent/Guardian Declaration

I/We request that the administration of prescription medicine during the school day is necessary for the continued wellbeing of my/our child.

I/We understand that:

- The medicine must be delivered personally to: _____ (agreed staff member).
- This is a service the school is not obliged to undertake.
- I/We must notify the school **in writing** of any changes in the medicine or dosage.
- I/We must inform the teacher **each year** of the prescription/medical condition.
- No school personnel have any medical training.
- I/We will indemnify the Board of Management and school staff from any liability that may arise from the administration of this medication.

Signature (Parent(s)/Guardian(s)): _____

Date: _____

Medical Condition and Administration of Medicines Form

Board of Management Agreement

I agree that _____ (child's name) will receive:
_____ (quantity and name of medicine).

Please indicate time and frequency: _____

This child will be given/supervised while taking their medication by:
_____ (staff members' names)

This arrangement will continue until:

(either end date of medicine or until further instruction from parent/guardian)

Signed (Staff Administering): _____ Date: _____
_____ Date: _____

Signed (Principal): _____ Date: _____

Signed (Board Chairperson): _____ Date: _____