



**St. Nicholas NS, Adare**

## **Administration of Medication Policy**

An Administration of Medication policy has been in existence in the school since 2006. The policy has recently been redrafted in accordance with guidelines issued by the Primary Schools' Managerial Bodies and the Irish National Teachers' Organisation. The policy was ratified by the Board of Management in June 2018. The policy has been reviewed and ratified again in January 2025.

### **Rationale**

The policy as outlined was put in place to;

- Safeguard school staff who are willing to administer medication
- Ensure the strictest guidelines and controls are in place and that clear instructions are available to staff
- Protect against litigation

### **Relationship to School Ethos**

The school promotes positive home-school contacts, not only in relation to the welfare of children, but also 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.

It is school policy that children who are ill should not attend school until the illness has passed however in the event of a child becoming ill during the course of the school day the parents/guardians/emergency contacts will be contacted to bring the child home.

Children with chronic medical conditions such as asthma, epilepsy, diabetes and anaphylaxis are encouraged to fully engage with school activities. Parents have a duty to inform the school and provide necessary medical equipment to respond to emergencies.

Administration of medication at school should be kept to a minimum however every effort will be made to accommodate children's needs in line with the provisions in this policy.

### **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 & 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

## Introduction

The Board of Management requests parents/guardians to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only.

## Policy Content

1. Procedures to be followed by parents who require the administration of medication for their children
  - The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
  - Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. (see Appendix 1)
  - Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.
  - Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
  - 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 medication.
  - *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 is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident & Emergency without delay. Parents will be contacted simultaneously.*
  - Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
  - Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising. These numbers are updated in September of each new school year.
2. Procedures to be followed by the Board of Management
  - The Board, having considered the matter, may authorise a member of staff to administer medication to a pupil or to monitor the self-administration by a pupil.
  - The Board will ensure that the authorised person is properly instructed in how to administer the medication.
  - The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medication.
  - The Board shall inform the school insurers accordingly.
  - The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.
3. Responsibilities of staff members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept. (Appendix 2)
- In emergency situations, staff should do no more than is obviously 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 should be contacted should any questions or emergencies arise.

### **Prescription Medication**

Prescription Medication can only be stored/administered in the school following a written request by the child's parent(s)/guardian(s) to the BoM. This letter should request the BoM to authorise staff to administer the medication. In doing so, the BoM will determine if the medication is such that a non-medical person may administer/supervise administration. The BoM reserves the right, after due consideration, to refuse the request to administer medication, where for example, it would not be appropriate for a non-medical person to administer/supervise the administration of the medication.

No teacher is obliged to administer medicine or drugs to a pupil.

### **WHAT HAPPENS SHOULD NO TEACHER or Staff member WISH TO ADMINISTER MEDICATION?**

#### **Administration of Medication**

If the school agrees to administer the medication, the parent(s)/guardian(s) must make a written request using the "Request for Administration of Medication-Information and Consent" Form (the "Request Form") which is attached in Appendix 1. This is to ensure that the school has the essential information necessary to allow training of staff in the safe administration of the medication.

The Request Form requires information to be provided including:

- the child's name
- date of birth
- weight
- name of medication (generic and/or brand?)
- dosage
- circumstances under which medication should be administered
- condition for which medication is required
- any other medication being taken
- ability of child to self-administer the medication
- emergency contact information (does this include family doctor?)

Verbal consent & clarification by the parent(s)/guardian(s) of how and when to administer the medication is also required.

The Parent(s)/guardian(s) will also be asked to provide a signed Indemnity Form, which is attached in Appendix 2.

The BoM reserves the right to request written confirmation of medical advice from the child's doctor, including confirmation of the medication dose and circumstances when it should be given.

The Parent(s)/guardian(s) will provide the school with a Healthcare Plan and Emergency Plan for their child both of which will have been prepared in conjunction with the child's doctor/treating physician and will be kept updated.

Prescribed medication will only be administered to the child for whom it has been prescribed, in line with current legislation.

Arrangements for administration of medication to each pupil will be reviewed, at least annually.

Administration of Medication by Staff Where possible medication should be self-administered by the pupil under adult supervision, at least 2 adults

Where specific authorisation has been given by the BoM for the administration of medicine, it is the responsibility of the parent(s)/guardian(s) to ensure the school has a sufficient supply/dose of required medicines necessary for the school day.

It is also the responsibility of the parent(s)/guardian(s) to ensure that any medication kept within the school does not exceed its use by date.

A written record of the date, time and dosage given of any medicines must be kept by the person administering it.

Regular training will be advised to all staff who either supervise the administration and/or administer medication.

Where a child may require medication, ideally a minimum of two staff members will be identified to ensure cover during sick leave, course days, etc.

The parent(s)/guardian(s) will be informed of the names of staff members who have been trained to administer medication. In the event that trained staff members are unavailable; the principal will discuss alternative options with the child's parent(s)/guardian(s) which may include the child being taken home by the parent(s)/guardian(s). In the event that none of the trained staff members are in attendance at the school on a particular day, all parents/guardians of students in receipt of medication in school will be informed as soon as possible.

In such circumstances, the school will not be able to administer medication to these students and their parent(s)/guardian(s) may choose for them not to attend the school on such days, if necessary.

### **Older Children**

Under certain circumstances, it may be appropriate for an older child to retain medication in their own possession, and take responsibility for self-administration (e.g. an older child who would normally carry and use their own inhaler).

### **AT WHAT AGE DOES A CHILD BECOME AN OLDER CHILD?**

A written request to the BoM together with documentation outlined in paragraphs above is required. Under these circumstances, the school will not maintain a record of medication used. As there is no record of the administration of such medication and because it is in the possession of the child, no liability shall attach to the school if medication is lost or misused.

## **Long Term Health Problems**

Where there are children with long-term health problems in school, a detailed Care Plan must be given to the school and BoM by parent(s)/guardian(s) outlining proper and clearly understood written arrangements for the administration of medicines.

### **Life Threatening Condition**

Where children are suffering from life threatening condition(s), parent(s)/guardian(s) must clearly outline in writing a detailed Care Plan, stating what should be done in a particular emergency, with reference to what may be a risk to the child.

If emergency medication is necessary, arrangements must be made with the BoM.

The parent(s)/guardian(s) in respect to any liability that may arise regarding the administration of medication must sign a letter of indemnity.

### **Emergency Situations**

In emergency situations, staff should do no more than is necessary and appropriate to relieve extreme distress or prevent further injury/irreparable harm. Qualified medical assistance should be obtained at the earliest opportunity.

Where staff have to administer medication in the event of an emergency, this medication should be given in accordance with the emergency care plan.

Emergency medication must have clearly written details of how it is to be administered.

A written record of all medication administered by staff to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycaemia, etc.), will be kept by staff and the parent(s)/guardian(s) will be notified by telephone.

All correspondence related to the above are kept in school.

### **Storage of Medication I**

If the BoM agrees that the medication can be stored and administered in the School, it is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock, and that the medication has not passed its expiry date.

In the event that medication passes its expiry date without being used, the child's parents/guardians will take responsibility for its safe disposal (usually by returning to the pharmacy).

Medication will usually be stored in a locked cupboard in the Secretary's office.

However, where this should pose a hazard (e.g. inhalers or adrenaline auto injector which may be required urgently) medication will be stored in a sealed, transparent, unbreakable container labelled with the child's name.

Items requiring refrigeration will be kept in a clearly labelled container in a food refrigerator.

Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the principal.

### **Change in Medication and/or Dosage**

The Principal must be informed immediately of any change in medication and/or dosage in writing. A change in dosage of the same medication does not require notification of the BoM. However, a change in medication will require a new notification of the BoM

In either case the Request Form will need to be updated.  
It is the responsibility of the parents/guardians to ensure that the dosage noted on the container in which their child's medication is stored is also amended.

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

1. St. Nicholas National School will reinforce a strict No Nut Policy when the school has been informed of a nut allergy among the school community.
2. Children are not permitted to offer or exchange food, lunches etc. especially in the room with the allergy.
4. If going off-site, emergency medication must be carried.

### **Medical Awareness Card**

A medical awareness card will be kept in the classroom so that substitute teachers will be aware of the pupil's medical condition in the class

### **Out of School Activities: School Trips**

Medication required during a school trip should be carried by the class teacher or support teacher.

In certain circumstances a parent or nominated carer may be requested to be present.

Parents should inform staff in writing if their child requires a travel sickness remedy.

This should be carried by the child whenever possible.

A first aid kit is taken when children are engaged in out of school activities such as tours, sports days and nature walks.

### **Clubs / Sports events**

Often a different member of staff is in charge of clubs and sports events to the usual staff member responsible for the supervision or administration of a child's medication.

It is essential that parents inform all staff members of the need for medication and what to do should a medical emergency occur.

### **Records and Notification**

A written record of all medication administered in the school will be maintained in the school except as provided for herein.

When medication is administered by staff to treat an emergency (e.g. allergic reaction, asthma attack, seizure, hypoglycaemia, etc), parents will be notified by telephone.

When administration is routine (e.g. bronchodilator pre-PE in a child with exercise induced asthma) a note will be placed in the child's homework notebook.

It is the parents'/guardians' responsibility to check for such a record.

## **Implementation**

Information for school staff to facilitate the safe and effective implementation of this Policy is included in Appendix 3.

Parents/guardians are invited to contact the Principal immediately if they have any concerns about the implementation of this Policy in relation to the administration of medication to their child.

## **Success Criteria**

The Principal will audit the medication books at least once a term to ensure that the actual administration of medication complies with the information on the Request Form.

Feedback from parents/guardians will be carefully considered by the BoM.

## **Timeframe for Implementation**

The timeframe for implementation of this Policy is September 2025.

This Policy was formally ratified by the BoM on

Signed: Date: Janet Bray 29/4/2025

Chairperson, Board of Management

Signed:  
Principal Teacher Tanya Brown

Date: 29/4/2025

APPENDIX 1

**Request for Administration of Medication –Information & Consent**

Child's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of medication \_\_\_\_\_

Dosage \_\_\_\_\_

Medical condition for which medication required:

\_\_\_\_\_

Storage Details:

\_\_\_\_\_

My child CAN /CAN NOT self-administer this medication (circle one).

Other medication being taken: \_\_\_\_\_

Under what circumstances should medication be given? \_\_\_\_\_

**Contact Names and numbers**

Parent/Guardian 1, name: \_\_\_\_\_

Parent/Guardian 2, name: \_\_\_\_\_

GP name \_\_\_\_\_

Phone no. \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Mobile no. \_\_\_\_\_

**Staff**

Involved in Administering Medication Staff trained / untrained and willing to administer medicines if necessary:

1. \_\_\_\_\_ trained ( Yes / No )

2. \_\_\_\_\_ trained ( Yes / No )

## **Request for Administration of Medication and Consent Form**

I/We consent for staff members in the School to administer/supervise administration of \_\_\_\_\_,

in dosage of \_\_\_\_\_, to my child under the circumstances outlined on this form.

I/We understand that information about my child's medical condition and treatment will be shared with school staff.

I/We also consent to the disclosure of this information to the school's insurers if 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 where the school has no facilities for the safe storage of the prescription medicines the prescribed amounts will be brought in daily.

I/We understand that we must inform the school principal of any changes of medicine/dose in writing and that I/we must inform the teacher each year of the prescription/medical condition.

I/we understand that none of the school personnel has any medical training and I/we indemnify the Board of Management, the said pupil's teacher, SNA and staff members from any liability that may arise from the administration of medication.

I/we understand that information about my / our child's medical condition and treatment will be shared with school staff, and in the event of an emergency with the GP or other medical personnel.

I /we also consent to the disclosure of this information to the school's insurer if required.

Signed: \_\_\_\_\_ Parent/ Guardian Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent / Guardian Date: \_\_\_\_\_

**APPENDIX 2 Administration of Medicines in Schools-**

Indemnity This INDEMNITY made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

BETWEEN \_\_\_\_\_  
(lawful parent(s)/guardian(s))

of \_\_\_\_\_ (address) [hereinafter called ‘the parents’] of the One Part AND \_\_\_\_\_ for and on behalf of the Manager / Board of Management of St. Nicholas National School situated in Adare, Co. Limerick (hereinafter called ‘the Board’) of the Other Part.

**WHERE:**

1. The parent(s) are respectively the lawful father and mother or guardian(s) of \_\_\_\_\_ a pupil of St. Nicholas National School.
2. The pupil suffers on an ongoing basis from the condition known as:  
\_\_\_\_\_
3. The pupil may, while attending the said school, require, including in emergency circumstances, the administration of medication, as outlined in the completed and attached **Request for Administration of Medication –Information & Consent form.**
5. The parents have agreed that the said medication may, be administered by such member of staff of the said school as may be designated from time to time by the Board including in emergency circumstances.

NOW IT IS HEREBY AGREED by and between the parents hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively/guardian(s) of the said pupil, HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including, without prejudice to the generality, the said pupil’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: \_\_\_\_\_ Parent/ Guardian 1 Date \_\_\_\_\_

Print Name

Signed: \_\_\_\_\_ Parent/Guardian 2 Date \_\_\_\_\_

Print Name

Witnessed: \_\_\_\_\_ on behalf of the Board of Management of St. Nicholas NS, Adare.

## **APPENDIX 3**

### **Administration of Medications - Detailed Information for staff**

#### **General record keeping:**

All forms and letters concerning administration of medication will be stored in the pupil's file stored in the SET room, and in electronic format on each pupil's Aladdin profile. These records are stored in compliance with relevant data protection legislation.

When a letter regarding a change in dosage or an updated Request Form is received, this will be stapled to the FRONT of the existing form, to ensure that the updated information is not overlooked.

Any handwritten notes made on a Request Form to update it in line with written information provided by parents/guardians will be initialled and dated.

When an updated Request Form is received, the original will be retained, but will have a line drawn through it, to indicate that it is now superseded.

#### **Records of Medication Administration:**

A list of medication required and pupils will be maintained in the secretary's office and in any classroom where medication is required.

When medication is administered an entry will be made into the record sheet attached. Each entry will include the date and time, name of child, medication and dose administered, reason for administration and the signature of the person(s) administering it.

To facilitate compliance with documentation requirements, these records will be stored carefully in the Secretary's office



