

# St. Benildus College



## ADMINISTRATION OF MEDICATION POLICY

## **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.
- To outline procedures to deal with pupils with allergies in our school.
- Safeguard school staff that are willing to administer medication.
- Protect against possible litigation.
- Clarify procedures for medical emergencies.
- Clarify personnel/external agencies to be contacted in case of serious injuries.

## **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.
- This policy should be read in conjunction with the school's Health and Safety Policy, the School Tour Policy and

## **IN –SCHOOL PROCEDURES:**

Parents/guardians are required to provide Health/Medical/ information when enrolling their son in the school.

No teacher is obliged to administer medicine or drugs to a student and any teacher willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents/guardians of the student concerned have given written permission authorising the school to do so. The Board will

seek indemnity from parents/guardians 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. A small quantity of prescription drugs will be stored in the Secretary's Office if parents/guardians have requested storage facilities. Parents/guardians are responsible for the provision of medication and notification of change of dosage or if the medication has ceased or is out of date.
- 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.
- Year Heads and teachers will be alerted to students with medical conditions..
- The Board of Management requests parents/guardians to ensure that the school is 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.
- **In all cases where school staff are unsure of the management of medical conditions, help will be sought from medical experts i.e. doctors/nurses.**

## LONG TERM HEALTH PROBLEMS

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

## LIFE THREATENING CONDITION

Where a student is suffering from a life threatening condition, 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 school. A letter of indemnity must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medication.

## **GUIDELINES FOR THE ADMINISTRATION OF MEDICINES**

1. The parents/guardians of the student with special medical needs must inform the school 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/overseeing the administration of the medication.  
Relevant parents/guardians must sign the Medical Indemnity Form attached to the school policy.
2. Parents/guardians must give written permission to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the school for the administration of medicine, the medicines must be brought to the school by the parent/guardian.
4. A written record of the date and time of administration must be kept by the person administering/overseeing the administration of the medication and parents/guardians will be informed of same.
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary and that medicines are in date (e.g. insulin pens).
6. Emergency medication must have exact details of how it is to be administered.
7. 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.
8. All correspondence related to the above is kept in the school.

## **MEDICINES**

- Non-prescribed medicines will not be administered to students in school.
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above, no antibiotics, or other medicines will be administered.

- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the school.
- A teacher/SNA must not administer any medication without the specific authorisation of the Principal.
- 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 student.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents/guardians contacted.
- Where possible, the parents/guardians should arrange for the administration of prescribed medicines outside of school hours.
- Parents/guardians are expected to supply up-dated reports on children's medical conditions and needs.
- If a student is going off-site, medication must be carried.
- 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 student into Accident and Emergency without delay. Parents/guardians will be contacted simultaneously.
- In addition, parents/guardians must ensure that the school is made aware of any medical condition which their child is suffering from. For example, a student who is epileptic, diabetic etc. may have a seizure at any time and teachers must be made aware of the symptoms in order to ensure that treatment may be given by an appropriate person.
- 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/guardians 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 August/September of each new school year.

### FIRST AID BOXES:

- A full First Aid kit and medicines for students requiring additional medication are taken when students are engaged in out of school activities such as tours, extra-curricular activities, etc.
- A first aid box is kept in the **gym and secretaries office** , containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

### GENERAL RECOMMENDATIONS:

- We recommend that any student who shows signs of illness should be kept at home.
- When students have been hospitalised due to a head injury, caution will be exercised on their return to school inclusive of a staged return to full attendance at school. Decisions will be made on a case by case basis.

### ROLES AND RESPONSIBILITIES:

- The BOM has overall responsibility for the implementation 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.

This policy is in compliance with Health and Safety legislation.

### RATIFICATION AND REVIEW:

This policy was ratified by the Board of Management on 13<sup>th</sup> January 2026. It will be reviewed in the event of incidents or on the enrolment of students with significant medical conditions.

Dee L Mowlds

Chairperson, Board of Management

13-1-26

Date

Mary Brohan

Secretary, Board of Management

13-1-26

Date