Administration of Medications Policy 2026-27

Mission Statement of Mount Seskin Community College

Our mission is to provide an inclusive learning environment which promotes academic excellence, built on the personal, social and spiritual development of all.

We endeavour to develop confident, creative life-long learners in an atmosphere of equality, justice and respect.

Our school is a co-educational designated post-primary school with a rich history, following its' establishment in September 1986. Pupils enjoy a broad curriculum offer at Junior Cycle and we are proud to have two groups this year enjoying our popular Transition Year curriculum offer. From Fifth Year, we support pupils to achieve across a trio of programmes including the Leaving Certificate programme, the LCVP (vocational) programme and the LCA (applied) programme.

We work in partnership with the Junior Cert Schools Programme, Access to College Education (ACE) Programme alongside other local partners to enhance our pupils' school experience and preparation for success in third level education.

Mount Seskin Community College is part of Dublin and Dún Laoghaire Education and Training Board. The DDLETB core values of **care**, **community**, **respect** and **equality** and **excellence** run throughout school life.

Administration of medication aims:

Our aims in the administration of medication are:

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

Roles and responsibilities:

Role of parents/guardians

- As part of admissions, parents/guardians are required to complete the Acceptance Form which includes a medical section – see below. It is the duty of the parent/guardian to inform the school of any medical needs, including allergies, their children may have.
- Parents/guardians are to inform the school immediately if a child develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school.
- The school generally advocates the self-administration (e.g. inhalers) of prescribed medicine. In exceptional circumstances, prescribed medicines will be administered after parents/guardians of the pupil concerned have written to the principal requesting the principal to authorise a member of the teaching/SNA staff to do so.
- Non-prescribed medicines will not be stored or administered in the school.
- The principal will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- Parents/guardians are responsible for the provision of the correct quantity of medication, ensuring that expiry dates on the medication have not passed, notifying the school in the event of a change of dosage (this must be done in writing) and the replenishing of a medicine in the event of exhaustion.
- Medication must be clearly labelled. If in a box, both the box and the container inside must contain clear external labelling. If consent from the principal is granted, one dosage of a prescription drugs/emergency medication will be stored in an unlocked drawer/press in the Staff Room and another dosage may be carried on the student in case of emergency.

Role of Student

- For most medical conditions, it is the responsibility of the student to have their prescribed medication on them at all times and to self-administer their medication as outlined by the parents.
- In the event of a student feeling unwell the student should inform the nearest teacher/SNA of symptoms in case of emergency.
- If going off site/leaving the school grounds (e.g. school tour or nature walk) it is the responsibility of the student to carry agreed medication with them. Note in the case of students in the special class or with complex AEN, medication is carried by SNA caring for that student.

Role of Teacher/SNA:

- Any teacher or SNA who administers medication to a pupil will do so under the controlled guidelines outlined below. Whilst teachers in schools act “in loco parentis” there is no obligation on teachers to administer medicines or supervise children taking them.
- SNAs supporting students with complex medical needs eg epilepsy have appropriate up to date training.
- In the event of an emergency, teachers/SNAs should seek help from the college’s emergency first aid responder team.
- In circumstances that warrant immediate medical attention, an ambulance may be called to take the child into Accident and Emergency. Parents/guardians will be contacted simultaneously.
- In the event of a pupil going into anaphylactic shock an ambulance will be called. If an Anapen/Epipen is available for that child it may be administered to the pupil by staff with appropriate training. Any Anapen/Epipen administered should be handed to the ambulance crew on arrival.

Systems for medicine administration:

- Parents/guardians of the pupil with special medical needs must inform the principal in writing of the condition, giving all the necessary details of the condition. The request must also contain written instructions of the procedure to be followed in administering the medication for student or staff supporting administering their own medication.
- Parents/guardians must authorise the administration of medication in school in writing. All medical records are retained in the Medicines Folder and key information added to the child's profile under 'Medical' on VSware, particularly in the case of emergency medication such as epilepsy.
- Where specific authorisation has been given by the principal for the administration of medicine, the medicines must be brought to school by the parent/guardian. The medication must be clearly labelled. If in a box, both the box and the container inside must contain clear external labelling. A written record is being kept of medicines in storage.
- A written record of the date and time of administration is kept by the person administering it.
- Parents/Guardians are responsible for ensuring that medication is supplied to the school, the replenishing of a medicine in the event of exhaustion, ensuring that the expiry dates on the medication has not passed and also notifying the school in the event of a change of dosage (this must be done in writing). A change in dosage of the same medication does not require notification of the principal, however, must be filled out again to reflect the change in dosage. 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).
- Parents are further required to indemnify the principal and members of the staff in respect of any liability that may arise regarding the administration of prescribed/non-prescribed medicines in school.
- In the event of the school exiting the building due to fire, the designated SNA/staff member will take any prescribed/non-prescribed medications from Reception out to the fire assembly points in the event that they are needed.

Appendix – Forms to be signed for medication:

Authority for Administration of Medication

For the administration of medication to students under 18 years to be signed by a parent/guardian.

Student's Name:	
Date of Birth:	
Weight:	
Name of Medication:	
Dosage:	

Condition for which medication is required:	
Under what circumstances should medication be given to the student at school/college?	
Other medication being taken:	

Review Date:	

I consent to the student's self-administration of this medication:	Yes	No

GP's Name:	Phone Number:
1st emergency contact:	Mobile:
2nd emergency contact:	Mobile:

I authorise administration/supervision of medication by school staff in dosage of ……,

to …… the student identified above under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school/college representatives and medical personnel as necessary. I also consent to the disclosure of this information to appropriate medical practitioner/s, e.g. in emergency, and to relevant insurers as per Dublin and Dun Laoghaire ETB's Data Protection Policies and Privacy Notices.

Signed: …… Date: ……

(Parent's Signature)

Print name: ……

Signed: …… Date: ……

(Student's Signature)

Review Date:	

Administration of Medicines in Mount Seskin Community College

THIS INDEMNITY made the day of .....

BETWEEN .....

(hereinafter called 'the parents/guardians' of) AND for and on behalf of **Mount Seskin Community College** as administrators of schools/college situated at Jobstown, Tallaght, in the County of Dublin. (hereinafter called 'The Board') of the Other Part.

WHEREAS:

I . The parents/guardians are respectively the lawful father and mother or guardians of ..... a student of the above educational institution.

The student presents on an ongoing basis with the condition known as

.....

The student may, while attending the said educational institution, require in emergency circumstances the administration of medication, ... For the condition of:

.....

The parents/guardians have authorised administration of the said medication, in emergency circumstances, Mount Seskin CC as may from time to time be available.

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

In consideration of the Board entering into the within Agreement, the lawful parents/guardians of the said student HEREBY ACKNOWLEDGE that the Board, its servants and agents including without prejudice to the generality the said Principal/course coordinator, staff and students of MSCC can only endeavour to act in accordance with the extent to which they are informed and AGREE to indemnity and keep indemnified the Board, its servants and agents including without prejudice to the generally the said principal/coordinator staff and students of MSCC from and against all claims, both present and future, arising from any accidental act or omission arising in the course of the administration or failure to administer the said medicines.

Signed: ..... Date: .....

(Parent's Signature)

Signed: ..... Date: .....

(Staff Signature)

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Ratified by MSCC's Board of management 28/5/2026