



**2025**

# **Administration of Medication Policy**



**Board of Management**

**Scoil Mhuire Réalt na Mara**

## Administration of Medication Policy

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation.

### Introduction

While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

Parents are welcome to come to the school and administer medication themselves.

The Board of Management requests parents 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. Procedure 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 medication. (see Appendix 1)
- Parents are responsible for ensuring that the medication is delivered by them to the school safely and handed over to a responsible adult and also ensuring that there is an adequate supply in date 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.
- 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.

## **Scoil Mhuire Réalt na Mara**

- No medications are to be sent in for storing in school bags. Self-administration of medication by a pupil – prescription or non-prescription (including strepsils, calpol capsules, inhalers etc.) is not allowed.

### **2. Procedures to be followed by the Board of Management**

- The Board, having considered the matter, may authorise a staff member 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 medicine.
- The Board shall inform the school insurers accordingly, where appropriate.
- The Board shall make arrangements for the safe storage of medication and the 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.
- If a child is responsible for administering medication themselves the staff member will supervise.
- Staff members must ensure that all medications are stored and returned after use to the safe storage of medication area.
- 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 that 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.

**This policy was ratified by the Board of Management on the 29<sup>th</sup> May 2025.**

Signed: \_\_\_\_\_  
Chairperson Board of Management

Signed: \_\_\_\_\_  
Principal

**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

\_\_\_\_\_

**Allergy Details:**

\_\_\_\_\_

Reaction Level:

\_\_\_\_\_

Medication:

\_\_\_\_\_

Storage details:

\_\_\_\_\_

Dosage required:

\_\_\_\_\_

<b>Administration</b>	<b>Procedure</b>	<b>(When,</b>	<b>Why,</b>	<b>How)</b>
-----------------------	------------------	---------------	-------------	-------------

\_\_\_\_\_

\_\_\_\_\_

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

Symptoms: \_\_\_\_\_

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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**  
**Emergency Medication Provision School Record**

DATE	TIME	STUDENTS NAME	MEDICATION	DOSE GIVEN	ANY REACTIONS	SIGNATURE OF STAFF MEMBER	PRINT NAME

The Board of Management has agreed this Healthcare Plan during the meeting held on 29<sup>th</sup> May 2025.

**Padraig O'Brien**  
Chairperson  
Board of Management