

# Administration of Medicines Policy



*Cork Educate Together N.S.*

This document is intended to provide details of the main policies of Cork Educate Together National School (CETNS) in relation to the Administration of Medicines. It is intended to help parents and guardians understand the environment and approach of the school. This document will be reviewed in 2027. All feedback is encouraged and welcome.

<b>Version</b>	<b>Description</b>	<b>Authors</b>
September 2025	First version of policy	Board of Management

**School Contact Details**

**Principal:** Maura O’Riordan

**Board of Management Chairperson:** Claire Coleman

**School Phone Number:** 021-4275640

**Address:** Cork Educate Together NS, Grattan Street, Cork T12NW65

# Administration of Medicines Policy

## Introductory Statement

This policy was drafted as a collaborative exercise between Board of Management (BoM), staff and parents. Members of the Policy Committee formulated this policy in collaboration with the rest of the committee. It will be presented to the Board of Management for ratification. This policy is reviewed on a regular basis. The Board of Management, staff and parents are responsible for the implementation of the 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 a pupil with a food allergy in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation

## Aims

The Administration of Medicines policy aims to:

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the Board of Management 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 staff member is obliged to administer medicine or drugs to a pupil and any staff member 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 principal, acting on behalf of the BoM, requesting the Board to authorise a member of the teaching/SNA 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. A small quantity of prescription drugs will be stored in the child's classroom if a child requires self-administering on a daily basis/emergency situation and parents have requested storage facilities. All efforts are made to ensure that the necessary medicine is stored in the same place in each classroom. Parents are responsible for the provision of medication and notification of change of dosage
- For children with asthma, self-administration of medicine under the supervision of a responsible adult is recommended. However, as it may arise that these children could need the administration of medicine (e.g. inhaler) in an emergency situation, an emergency procedures form must be filled out detailing when, why and how often to give inhaler if child having severe asthma attack and when to contact emergency services (*See Appendix 3*). A copy of this should be retained in a poly-pocket in a folder in the child's classroom, as is the case with the other administration of medicine copybooks. In this poly-pocket, the lower half of *Appendix 4* should be held detailing the administration of the medicine in the event of the inhaler. Parents must also complete *Appendix 5* if their child has a diagnosis of asthma. The original of *Appendix 3 & 5* should be retained in the child's permanent file, while the 'To be completed on administration of medicine part' will be added when the child leaves the school.
- Staff members 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 staff members be made aware in writing of any medical condition suffered by any child in their class
- This does not imply a duty upon staff members personally to undertake the administration of medicines or drugs
- Photos of children with allergies will be placed on display in the office and staff room pending parental permission

## **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 (*Appendix 5*)
9. All correspondence related to the above are kept in the school

## **Medicines**

- Non-prescribed medicines will only be administered in exceptional circumstances. A written request must be submitted to the Board of Management. It is at the discretion of the BoM to grant such requests.
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above. Two signatures will be on record when administering medicine
- 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 Food Allergy***

- Staff dealing with the pupil do not eat any item of food during the school day which could trigger an allergic reaction.
- Advise children not to offer or exchange foods, sweets, lunches etc.
- If going off-site, medication must be carried.

***In the event the pupil comes in contact with a food which may trigger an allergic reaction***

1. Administer Zirtek or other antihistamine immediately (This is only in the case of a child who has had an antihistamine prescribed in relation to an allergy. The relevant forms must have been completed and submitted to the Board of Management prior to administering this). The pupil should be treated in accordance with his/her individual Allergy Action Plan. It is important that the pupil be kept calm to allow him/ her to breathe calmly. It is the responsibility of parents to provide these details to the school.
2. Only in the event of anaphylactic shock should the Pen (i.e. epipen, anapen, Jext pen or equivalent) be administered. Pen is stored in the child's classroom. An ambulance must be called immediately after Pen has been administered.

**Indicators of shock include**

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

**School Doctor:** Mercy University Hospital

**Contact Number** 0214271971

**Emergencies:**

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 and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example for children with conditions such as epilepsy, diabetes etc. who may have a seizure at any time teachers 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 full medical 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 each individual classroom containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. [note: the classroom-based kit should be kept under lock and key for health & safety reasons]

**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 Health and Safety Officer and the maintenance and replenishment of First Aid Boxes is carried out by the school secretary.

## 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/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

## Roles and Responsibility

The following people have particular responsibilities for aspects of this policy:

- Parents
- Teaching staff
- Principal
- SNAs
- Pupils
- Secretary
- Board of Management

## Implementation Date

The policy was implemented by January 2023. Amendments will be implemented immediately.

## Timetable for Review

The operation of this policy will be reviewed biannually from school-year 2022/2023.

## Ratification & Communication

The plan was circulated to the members of the Board of Management prior to the meeting in September 2025.

Notification that the plan is available for viewing will be communicated to the parents in the School Communication. It will be available for viewing by appointment in the office.

Date of ratification: 11/9/2025

Signed: 

CHAIRPERSON OF THE BOM

Date: 11/9/2025

*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 themselves?

\_\_\_\_\_

What Action is 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 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 3*

### **Emergency Procedures**

In the event of \_\_\_\_\_ displaying any symptoms of their medical difficulty, the following procedures should be followed.

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

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

***To include: Dial 999 and call emergency services.  
Contact Parents***



*Appendix 5*

**ADMINISTRATION OF MEDICINES IN SCHOOL INDEMNITY**

**THIS INDEMNITY** made on the \_\_\_\_\_ day of 20\_\_\_\_ **BETWEEN** \_\_\_\_\_ (lawful Parent/Guardian of \_\_\_\_\_)

{herein after called ‘the parents/guardians’} of the One Part AND \_\_\_\_\_ for and behalf of the Board of Management of CORK EDUCATE TOGETHER N.S. in the County of Cork {herein after called ‘the Board’} of the Other Part.

**WHEREAS:**

1. The parents/guardians are respectively the lawful father and mother of \_\_\_\_\_, a pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as, \_\_\_\_\_  
\_\_\_\_\_
3. The pupil may, while attending the said school, require, in emergency circumstances the administration of medication known as \_\_\_\_\_
4. The parents have agreed that the said medication may in emergency circumstances, be administered by the said pupil’s classroom teacher and/or such other members of staff of the said school as may be designated from time to time by the Board.

**NOW IT IS HEREBY AGREED** by and between the parties here to follow:

- a. In consideration of the Board entering into the within Agreement, the parents/guardians, as the lawful father, mother or legal guardian respectively 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.

**IN WITNESS** whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein **WRITTEN**.

\_\_\_\_\_  
**SIGNED AND SEALED** by the parent(s)/guardian(s) in the presence of:

\_\_\_\_\_  
**SIGNED AND SEALED** by the said in the presence of:

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