

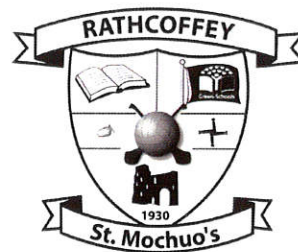
St. Mochua's School

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ADMINISTRATION OF MEDICINES POLICY 2025

Introduction

An Administration of Medication policy has been in existence in the school since 2006. The policy was recently reviewed through a collaborative school process in November 2025.

Rationale

The policy was put in place to:

- Clarify areas of responsibility.
- Give clear guidance about situations where it is not appropriate to administer medicines.
- Indicate the limitations to any requirements which may be notified to teachers and school staff.
- Safeguard school staff who are willing to administer medication.
- Protect against possible litigation.

Relationship to School Ethos

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

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.
- Fulfill 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.

In-School Procedures

Parents are required to complete a Health/Medication form for their child if required. No teacher is obliged to administer medicine or drugs to a pupil and any teacher 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 the school requesting the school to authorise a member of the teaching staff to do so. Under no circumstances will non-prescribed medicines be either stored or administered in the school. The school 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. No medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage.
- 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.
- The Board of Management requests parents to ensure that the Principal is made aware in writing of any medical condition suffered by any child. This information is passed on to all teachers.
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

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

- The parents of the pupil with special medical needs must inform the Principal in writing of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication.
- Parents must write requesting the Principal to authorise the administration of the medication in school.
- 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/designated adult.
- A written record of the date and time of administration must be kept by the person administering it.
- Parents/guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.

- Emergency medication must have exact details of how it is to be administered.
- 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 the school.
- All correspondence related to the above are kept in the school.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
- 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 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 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.

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 the school is made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetic etc. may have a seizure at any time and 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 parents/guardians including emergency numbers. This 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 the staff room and one in the Principal's office containing anti-septic wipes, ice-packs, anti-septic bandages.

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 Postholder (AP2) is the day to day manager of routines contained in the policy with the assistance of all staff members. The Principal is the Safety Officer and the maintenance and replenishment of First Aid Boxes is the Postholder's (AP2) responsibility.

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.

Ratification and Review:

The policy was ratified by the BoM in December 2025. It will be reviewed in the event of incidents or on the enrolment of a child/children with significant medical conditions, but not later than November 2026.

Signed on behalf of the Board of Management:

John Cleary
Chairperson

Date:

11/12/25

Eugene Lorde

11/12/25

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?

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

Signed: _____ Parent/Guardian

Date: _____

ALLERGY DETAILS

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage Details: _____

Dosage Required: _____

Administration Procedure (When, Why, How?)

Signed: _____

Date: _____

EMERGENCY PROCEDURES

In the event of _____ displaying any symptom of his/her 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***

RECORD OF ADMINISTRATION OF MEDICINES

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How?)

Signed: _____

Date: _____