



## **Administration of Medicines Policy**

### **Introductory Statement**

“The Administration of Medicines Policy” was revised in November and December 2024 and January 25 and ratified by the Board of Management. As part of our commitment to providing a safe, secure and healthy learning environment, this policy outlines procedures that will assist us in caring for all the pupils throughout the school day.

### **Aims of Policy**

The aims of this policy can be summarised as follows:

- To minimise health risks to pupils and staff on the school premises
- To 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.

### **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 outline procedures to deal with pupils with nut allergies, diabetes and epilepsy in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation
- To ensure clarity among all staff of the procedures relating to the administration of medicine.
- To address the needs of pupils who require medicine to be administered regularly at school

### **Relationship to Ethos of School**

St. Tola's NS promotes positive relationships with parents and guardians, not only in relation to the welfare of pupils, but in relation to all aspects of school life. This policy supports a caring school environment and

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is in keeping with our school ethos through the provision of a safe, secure and caring environment and the furthering of home-school links.

## **Guidelines for the Administration of Medicines**

\* It is part of school procedure at St. Tola's that each family is formally contacted in September at the start of each school year and requested to provide in writing all necessary information regarding medical conditions and medication.

- The Board of Management requests parents to ensure that teachers be made aware (in writing) of any medical condition of pupils in their class. Parents must obtain a doctor's letter giving information about any allergies/conditions.

- Specific information provided by the doctor regarding any medical conditions, allergies or food intolerances, will be compiled on a sheet and a copy given to every teacher at the commencement of the school year.

- Parents/guardians will be asked to relay any concerns they may have with regard to administering simple first aid, should their child fall or become injured in the school or schoolyard.

## **Medicines**

No staff member is obliged to administer medicine or drugs. Any teacher/SNA willing to do so works under the controlled guidelines outlined below:

- All medicines will only be administered after parents of the pupil concerned have written to the principal requesting the school to authorise a member of the staff to do so and when accompanied by a letter from the doctor. The principal will seek indemnity from parents in respect of any liability arising from the administration of medicines.
- Parents are responsible for the provision of medication and notification of change of dosage.
- **Over the counter medicines will neither be stored nor administered to pupils in the school.**

## **Role of Parents/Guardians re medication**

- Parents/guardians of a pupil requiring regular medication during school hours must write to the principal to authorise a nominated staff member (s) to administer the medication at school.

- Parents/guardians are further required to indemnify the Board of Management in respect of any liability that may arise regarding the administration of required medicines in school. The principal will inform the school's insurers accordingly.

## **Pupils with Life Threatening Conditions (e.g. Diabetes Type 1)**

St. Tola's NS recognises the fact that where pupils suffering from life threatening conditions, special arrangements must be made

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## **Role of parents/Guardians**

- Parents/guardians should outline clearly in writing what can and cannot be done in an emergency situation, with particular reference to what may be a risk to the child
- Parents/guardians must provide any food or drinks needed for the day necessary to alleviate symptoms of a particular condition
- Parents/guardians must obtain from their doctor clear and written information regarding their child's condition giving the following information:
  1. Name and dosage of medication – copy of any prescription
  2. Circumstances in which medication is to be given
  3. Written consent from parent/guardian
  4. Written consent from GP
  5. When the parent is to be notified and where he/she can be contacted.
  6. The school to be informed of any changes in prescribed medication.
  7. In the event of a child no longer needing medication, the parent is asked to submit a doctor's letter confirming same.

## **Role of the Teacher/SNA**

- Any teacher/SNA who is willing to administer medicines to pupils with life threatening conditions should only do so under strictly controlled guidelines, fully confident that the administration will be safe.
  - When it is developmentally appropriate pupils may self administer appropriate medication as part of a health care plan and be supervised by nominated school personnel. e.g. asthma inhaler
  - Clear instructions about conditions requiring medication must be obtained and strictly followed.
- This medication should be the smallest dose possible to ensure recovery until a medical expert can take over.
- At no time should an emergency dose be such that it could harm the pupil if inappropriately administered. Confirmation of this should be obtained in writing from the doctor responsible for the pupil before the school agrees to store such life saving medication in the school.
  - A written record of the date and time of administration must be kept by the person administering it.

## **Role of School**

- Certain medicines, such as inhalers used by pupils with asthma, must be readily accessible at all times of the school day when all required correspondence is received from the pupil's doctor. This can be in the form of an asthma plan.
- A written record of the date and time of administration must be kept.
- All involved staff are to be made aware of symptoms of conditions that may need to be dealt with on an emergency basis i.e.: all staff will be fully informed of medication and procedures



(BOM)

### Parent's Request Form and Instructions

I/We request that the Board of Management of St. Tola's National School authorise the administration of prescribed medicine during the school day in accordance with the instructions given below.

I/We understand that we must inform the school in writing of any changes of medicine/condition.

Child's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Class: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

#### Emergency Phone Contacts

● Name: \_\_\_\_\_ Phone: \_\_\_\_\_

● Name: \_\_\_\_\_ Phone: \_\_\_\_\_

● Name: \_\_\_\_\_ Phone: \_\_\_\_\_

● Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

**Medical Condition:** \_\_\_\_\_ (For some conditions such as Anaphylaxis, Diabetes, Epilepsy and Severe Asthma we will also require a more detailed Healthcare and Emergency Plan)

Medication: \_\_\_\_\_



It is also necessary to complete Form 2 seeking permission to have the medication administered in school. It is important to note that:

- Only medication to be inhaled or administered orally will be administered in school (Exception Epipen in case of Anaphylactic shock)
- Any changes in instructions should be notified in writing to the school.
- Parents are asked to ensure the safe delivery of medication to school staff directly.

Please do not ask children to carry or deliver medication.

- It is the responsibility of the parents to ensure the continuing supply of in date medication.

If you have any queries in relation to this matter, please do not hesitate to contact us.

Yours Sincerely

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Principal.

### **ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY FORM**

THIS INDEMNITY made the \_\_\_\_\_ day of 20 \_\_

BETWEEN \_\_\_\_\_ (father and mother )

of \_\_\_\_\_

(hereinafter called 'the parents') AND \_\_\_\_\_ for and on behalf of the Board of Management of St. Tola's N.S., Tullyglass, Shannon, Co Clare (hereinafter called 'the Board').

WHEREAS:

1. The parents 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 \_\_\_\_\_

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3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication \_\_\_\_\_

\_\_\_ 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 member of staff of the said school as may be designated from time to time by the principal acting on behalf of the Board of Management.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother 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.

SIGNED by the parents /guardians \_\_\_\_\_ Date : \_\_\_\_\_