



Presentation Primary School
Greenside South, Carrick-on-Suir, Co. Tipperary



MEDICAL AND ADMINISTRATION OF MEDICATION POLICY

Our administration of medication policy forms part of our Health and Safety Statement and was last reviewed in April 2025.

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*.

The Board of Management requests parents to ensure that the school is made aware, in writing, of any medical condition suffered by their child. This information should be provided by parents at enrolment to the school, to the class teacher at the beginning of each school year and/or at the development of any medical conditions at a later date. An administration or medication form should be submitted to the school when informing the class teacher each year. Noteworthy medical information will be uploaded to Aladdin and available to each teacher. Each teacher has a responsibility to familiarise themselves with any relevant information on children in their class each September, by accessing information on Aladdin.

Rationale:

The policy as outlined was put in place;

- ✓ To ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice
- ✓ To ensure that when administration of medication is required to facilitate a fully inclusive environment for our students, every effort will be made to accommodate children's needs.

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- ✓ To indicate the limitations to any requirements which may be notified to teachers and school staff.
- ✓ To outline procedures to deal with children with allergies in our school.
- ✓ To safeguard school staff that are willing to administer medication.

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 furthering 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 Board of Management in relation to Health and Safety requirements
- ✓ To provide a framework within which medications may be administered, in cases of emergency, or in cases where a regular administration has been agreed with the parent(s) or guardian(s).
- ✓ To ensure that clear instructions are available to staff on dealing with an emergency medical situation

In-School Procedures:

- Parents are required to complete a Health/Medication form when enrolling their child/children in the school.
- 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 BoM (through the Administration of Medication Form) requesting the Board to authorise a member of the teaching staff to do so. The Board will seek

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indemnity from parents/guardians 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 non-prescribed medicines are stored on the school premises, with the exception of those held for emergency situations.
- 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/guardians to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class.
- 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 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.

In many situations of Chronic Illness, **a Care Plan** will be put in place to attempt to meet the needs of the child. Putting together a Care Plan will be done in consultation with the necessary individuals, i.e doctors, nurse, parents, relevant bodies, class teacher , Principal and S.N.A, as required. The Care Plan needs to be presented and accepted by the BOM.

Life Threatening Condition/Emergencies

- Where a child is suffering from life threatening conditions, written details are required from the parents/guardians outlining the child's personal details, name of medication,

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prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. (Appendix)

- If emergency medication is necessary, arrangements must be made with the Board of Management and a letter of indemnity must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medication. (Appendix)
- 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. All situations that are deemed at this level need to be referred to the Principal or Deputy principal or next most senior member of staff.
- Parents are obliged to give up-to-date contact details to the school.

Policy Content

Guidelines for the Administration of Medicines

1. The parents/guardians 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 (See Administration of medication form)
2. Parents/guardians must write requesting the Board of Management to authorise the administration of the medication in school or to monitor self-administration of the medication.
3. Parents/guardians are required to provide written instructions of the procedure to be followed in the administration and storing of the medication
4. Where specific authorisation has been given by the Board of Management for the administration of medicine, parents/guardians will be informed of the Board's decision and asked to sign an Indemnity form. Parents/guardians are responsible for ensuring that (a) the

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medication is delivered to the school, (b) handed over to a responsible adult (c) an adequate supply is available, and (d) supplies are replenished when necessary

5. A written record of the date and time of administration must be kept by the person administering it.

6. Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions from Medical Professional, of the procedure to be followed in storing and administering the new medication.

7. Where children are suffering from life threatening conditions, parents/guardians 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. (*Care Plan*)

8. Parents/guardians 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. The BoM must inform the school's insurers accordingly.

9. Parents/guardians are required to provide a telephone number where they may be contacted in the event of an emergency arising.

10. All correspondence related to the above are kept in the school.

Non-prescribed Medicines

- Non-prescribed medicines will not be administered to pupils in school except in exceptional circumstances as approved by the Principal/Board of Management. If the school agrees to administer a non-prescribed medicine, (e.g. panadol, calpol, etc) parents will be called before administering it, unless there is an Administration of medication/Care Plan in place and signed by parents/guardians.
- In the case of pain relief being required, Parents /guardians are encouraged to come into the school to administer this themselves when necessary. If unable to come into

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the school, this medication can be given to the principal or Deputy Principal each morning. The principal/deputy principal will can the parent before administering the medication if/when it is required.

Prescribed medicines

- 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. Ensuring medicine is in-date and ready for use is the responsibility of the parent.
- It is policy in our school that all medications are stored in the medical cabinets inside the door of each mainstream classroom along with a copy of all care plans and administration of medication forms for the children in each classroom. In the event of an emergency, any staff member will then be in a position to locate the medication and the forms as needed. In some cases, certain medication of a one off nature will be kept in the principal's office if the principal is required to administer it. Refrigerated medicines will be kept in the fridge in the staffroom with the child's name on it. No medication should be stored in school bags. Children should keep the medication in the school cabinet and duplicate medication at home to ensure that it is always in school when required.
- 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.
- All medication must be handed up to the class teacher.
- If at all possible parents/guardians should arrange for the administration of prescribed medicine outside of school hours.

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Guidelines for the Board of Management

1. 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.
2. The principal is the day to day manager of the routines contained in the Policy, with the assistance of all staff members.
3. The Board will ensure that the authorised person is properly instructed/trained in how to administer the medicine.
4. The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.
5. The Board shall inform the school insurers accordingly.
6. The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

Guidelines for Staff Members

- No staff member can be required to administer medication to a pupil.
- 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.
- In emergency situations, staff should do no more than 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.

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Infection in School

Infections in school children are common. However, not all infectious diseases are contagious. In the case of contagious diseases, e.g. chicken pox, infective hepatitis, measles, mumps, rubella, scarlet fever, glandular fever, whooping cough, impetigo, ringworm, head-lice, scabies etc, please inform the school immediately. Please keep your child away from school until he/she is clear of infection and check with your GP when your child is fit to return to school, this is in an attempt to reduce spread of infection to other children.

Head-lice infection can be a regular problem in the classroom. Parents/Guardians should check their child regularly and if there is a problem it should be treated immediately. The Class Teacher should be informed as soon as possible and a text/note will be sent home by the Class Teacher/Secretary.

First Aid

From time to time, minor injuries such as cuts and abrasions etc. will occur. School staff will deal with these injuries by washing the cut with an antiseptic wipe and if necessary applying a plaster. Plasters will be Hypoallergenic, acknowledging that allergies can exist in relation to plaster adhesive. The teacher/responsible adult will apply a plaster when deemed necessary and in good faith. First Aid suppliers have recommended certain brands to reduce risk of reaction. Parents/guardians are expected to check under the plaster when the child returns home from school.

If for any reason a parent/guardian does not want the school to treat minor injuries, please inform the school in writing of the same. In that event a parent/guardian will be contacted at home or work and asked to come and attend to their child should the need arise.

Reporting Accidents in the School

Minor cuts and abrasions will be treated as outlined under 'First Aid'. It is expected that parents/guardians would check plasters that the child may be wearing on the return home from school. Minor incidents will be reported to the class teacher. Incidents of a more serious nature will be recorded. An accident report form will be filed where more serious accidents lead to concern and further medical intervention. Parents/guardians will be notified of any head injuries that might occur during the school day. The class teacher is responsible to notify

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parents of any incidents that might need parental observation after school at home. Staff should keep a record of how/when this notification is carried out.

General Recommendations:

We recommend that any child who shows signs of illness before school should be kept at home unless of a very minor nature.

Requests from parents/guardians to keep their child in at lunch break are not encouraged.

First Aid Boxes:

A first aid box is available for all Minor injuries.

Ratification and Review:

This policy was reviewed by the staff and BOM, in consultation with parents in February 2025. It will be reviewed as deemed necessary and all new Administration of Medication Forms and Care Plans will be filed annually and approved by the Board of Management.

Ratified by Board of Management on

Date

Signed _____ Chairperson, Board of Management

APPENDIX 1:

ADMINISTRATION OF MEDICINES/MONITORING OF MEDICAL CONDITION

Child's Name: _____ D.O.B.: _____

Address: _____

Teacher: _____ Class: _____

EMERGENCY CONTACTS:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

CHILD'S DOCTOR: _____ Phone: _____

MEDICAL CONDITION: _____

DESCRIPTION OF MEDICAL CONDITION: _____

WHAT ACTION IS REQUIRED: _____

NAME OF MEDICATION: _____

STORAGE DETAILS: _____

DOSAGE: _____

Is the child to be responsible for taking the prescription him/herself? Yes No

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 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, Staff and Special Needs Assistants from any liability that may arise from the administration of the medication.

Signed: _____ Parent/Guardian

Parent/Guardian

Date: _____