

Scoil Mhuire na nGael



Administration of Medication Policy

Introduction:

While the Board of Management has duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teaching or administrative staff to personally undertake the administration of medication. This Policy was reviewed by the In-School Management team in consultation with staff, parents and the B.O.M.

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 specific allergy in our school
- Safeguard school staff that 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 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
- 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

Policy Content:

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 at enrolment or at the development of any medical conditions at a later date.

Non-prescriptive medicines will neither be stored, nor administered by staff to pupils in school. Prescribed medicines will not be administered without the written consent of parents and the specific authorisation of the BOM.

Parents/Guardians who require the administration of prescribed medication for their child are required to complete the following paperwork. The paperwork will be electronically stored in the pupil's individual file on our school administration system (Aladdin).

1. Appendix 1: Form outlining child's personal details (name, contact numbers, medical condition etc.)
2. Appendix 2: A form indemnifying the Board of Management from any liability that may arise from the administration of medication. The above documentation will be stored on the child's file in the Principal's office and a copy sent to the school's insurers.
3. Appendix 3: Form to be completed by General Practitioner

Parents are responsible for the provision of medication. It is the parents'/guardians' responsibility to inform the school of changes in prescribed medication (dosages). The school should be notified immediately and given clear written instructions of the procedure to be followed in storing and administering the new medication.

Two sets of medication are required by the school. One to be stored by the class teacher in a secure place and one in a central storage area in case of emergency.

Medication should be clearly labelled with the pupil's name and sent to the class teacher or school office.

A written record of administration of medication, detailing date, time and dosage will be kept with the medication. **Appendix 4.**

All necessary medical assistance will be summoned in the event of an emergency and the child's parent/guardian will be contacted immediately.

If administration of medication has been undertaken by a staff member, the parent/guardian will receive a telephone call from school to inform them of same.

Procedures to be followed by the B.O.M.

- The Board having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor self-administration by a pupil.
- 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.
- 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 members absence.

Responsibilities of Staff:

- 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.
- Clear written instruction on the administration of medication must be stored with the medication.
- Medication must not be administered without specific authorisation of B.O.M.

Ratification and Review:

This policy was ratified by the B.O.M. on the 14th of October 2025 and will be reviewed regularly.

Signed: Proinsias Ó Cuanaigh

Proinsias Ó Cuanaigh Chairperson B.O.M.

Date: 14/10/2025

Appendix 1

Administration of Medication/Monitoring of Medical Condition

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts:

Name: _____

Landline: _____

Mobile: _____

Name: _____

Landline: _____

Mobile: _____

Name: _____

Landline: _____

Mobile: _____

Child's Doctor: _____ Phone No.: _____

Diagnosed Condition: _____

Prescription Details: _____

Is the child responsible for taking the medication himself/herself? _____

Description of Medical Condition:

What action is required:

I give permission for _____ (child's name) photo to be displayed
on the Medical Needs board in the staff room. ☐

Appendix 2

Request to Board of Management of Scoil Mhuire na nGael

I/We, the parents/guardians of _____ ask the Board of Management of Scoil Mhuire na nGael to allow a member of staff to give medication to my/our child.

or

I/We, the parents/guardians of _____ ask the Board of Management of Scoil Mhuire na nGael to allow my/our child self-administer the following prescribed medication.

I enclose a letter from Dr. _____ stating

- Why the medication is needed
- Name of medication
- Dosage to be administered.

Should there be any change in medication, I/We will write to the Board of Management before this change takes place to notify them of same.

I/We understand that the school's insurers will be notified of this arrangement.

I/ We indemnify the Board of Management from any liability that may arise from the administration of medication.

Signed: _____
Parent/Guardian

Signed: _____
Parent/Guardian

Date: _____

Date: _____

Appendix 3

Dear Doctor,

The Board of Management of Scoil Mhuire na nGael requests that important information, detailed below, relating to medication which is administered to _____ during school hours be furnished to the school.

The parents/guardians have been asked to return this information to the school and to advise us of any changes to this regime.

Name of Student: _____ Name of

Medication: _____

Reason why this medication is required:

Dosage to be administered:

Additional Information:

Signed: _____ Date: _____

Many thanks for your co-operation.

Lisa Jones, Secretary
B.O.M.

Appendix 4

Medication Chart Record

Medication Chart for: _____ School Year: _____

Date:	Prescribed Drug:	Dosage:	Time:	Signed:

Signed: _____

