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Uimh. Rolla: 12834 S

Administration of Medicines Policy

Introduction

This policy is formulated in accordance with guidelines issued by the Primary School's Managerial Bodies and the Irish National Teachers Organisation.

Rationale and Aims of this Policy

The aims and objectives of the policy can be summarised as follows:

- Minimising health risks to children and staff on the school premises,
- Fulfilling the duty of the Board of Management (BOM) in relation to Health and Safety requirements,
- Providing a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians.
- Outline procedures to deal with a pupil with a medical need such as an allergy.
- Clarify areas of responsibility.
- 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.

General School Procedures:

1. Non-prescribed medicines will neither be stored nor administered to pupils in school.
2. Prescribed medication should be self-administered, if possible, under the supervision of a parent/guardian or an authorised staff member.
3. Staff will only administer prescribed medication when arrangements have been put in place as outlined below following a meeting with the parent/guardian updating the template in **Appendix , Appendix 2 and Appendix 3** of this policy.



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4. In an emergency situation qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
5. The storage of medicines will be decided on a case-by-case basis as detailed in **Appendix 2**.
6. Under no circumstances will any medication be administered to a child other than the child for whom it was prescribed.
7. Parents of children with chronic or life-threatening medical conditions will be asked to complete a detailed **Healthcare and Emergency Plan using Appendix 1 and Appendix 2**. Class Teacher and parents will consult this document: "[Managing Chronic Health Conditions at School Resource Pack for Teachers and Parents](#)". This plan will be shared with any staff members that come into regular contact with the child.
8. Parental permission will be sought so that information pertaining to a pupil with any special medical needs will be kept in the Medical Needs Folder, with the child's photo attached and kept in every classroom and in the staff room. This information will also be available on the school's software system (Aladdin).
9. In order to safeguard and protect children with *specific allergies*, the following guidelines will be implemented:
 - All staff including substitute staff and student teachers are aware of the allergy.
 - All children are advised not to offer or exchange foods, lunches etc.
 - If going off-site, medication must be carried.
 - All staff dealing with this child are aware of the contents of the procedure to follow.
 - Class teacher will liaise with parents/guardians in September to review procedures and update file as necessary
10. The school ensures that all staff protect student confidentiality.
11. We recommend that any child who shows signs of illness should be kept at home; requests from parents/guardians to keep their children in at lunch break are not encouraged. A child too sick to play with their peers should not be in school. In general a child deemed fit enough to go



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to school is deemed fit enough to engage in all school activities. There is no extra facility in the school for supervision of children during lunch break.

Responsibilities of Parent(s)/Guardian(s)

1. Parent(s)/guardian(s) are required to inform the school in writing of any medical condition suffered by their child. This information should be provided at enrolment into Saint Michael's National School or at the development of any medical condition at a later date (**Appendix 1, Appendix 2, Appendix 3**).
2. Parent(s)/guardian(s) are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult. This medication must be clearly labelled with the child's name, the name and dose of the medication and the frequency of the dose. Agreements in relation to medication should be followed up by the parent(s)/ guardian(s).
3. Parent(s)/guardian(s) are responsible for ensuring that an adequate supply is available and that it is renewed prior to expiry date. The storage of medicines will be decided on a case-by-case basis as detailed in **Appendix 1**.
5. Parent(s)/guardian(s) are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medication in school. The Board will inform the schools' insurers accordingly (**Appendix 3**).
6. Changes in prescribed medication or dosage should be notified immediately to the school with clear written instruction of the procedure to be followed in storing and administering the new medication.
7. Requests for administration of medication should be renewed *at the beginning of each school year* and if/when there is a change in administration of medication.
8. Where children are suffering from a serious or chronic medical condition, parents should outline clearly in writing what should and should not be done in a particular emergency situation, with particular reference to what may be a particular risk to the child. They will be asked to complete a Healthcare and Emergency Plan to assist the school in caring for their child.
9. Parent(s)/ guardian(s) are required to provide a telephone number via the school software system (Aladdin) where they may be contacted in the event of an emergency arising.



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Responsibilities of the Board of Management

1. The Board of Management holds the responsibility to authorise staff members to administer prescribed medicines where necessary and where expressly requested to do so by parents/guardians of children with serious health issues, providing a written request to do so has been received from the child's parent(s)/guardian(s), and where the parent(s)/guardian(s) have signed the indemnity clause in the school's Administration of Medicines Policy, and where the staff members have received adequate training in the administration of the medicines. The Board of Management will facilitate such training as and when necessary.
2. The Board of Management shall inform the school insurers accordingly.
3. Where necessary the Board of Management shall make arrangements for the safe storage of medication.
4. The Board of Management, through the Principal or Special Duties Teacher will ensure that the photographs of all children with any special medical needs will be available to staff after parental permission has been sought.
5. The Board of Management shall support and implement the Healthcare and Emergency Plans agreed between the school and parents.

Responsibilities of Staff Members

1. 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.
2. Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
4. Medication must not be administered without the specific authorisation of the Board of Management, following the completion of medical indemnity and parent meeting. **(Appendix 3)**
5. In administration of medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent/guardian.
6. Staff will ensure that they have written instruction and/or training in the administration of the medication.



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7. Staff will keep a written record of the date and time of any medication which they have administered or have supervised being self-administered. (**Appendix 4**)

8. 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.

9. Each class teacher will ensure that the *Medical Needs Folder* in his/her classroom contains up-to-date information. The Medical Needs Folder will state clearly all important information regarding any Medical Needs of Pupils in the school including children with specific allergies, asthma or chronic illnesses.

10. Class teachers will maintain Healthcare Plans and Emergency plans on Aladdin and in a clearly identified and accessible place. They will store any medicines or equipment in accordance with the agreed written plan.

11. The Principal or Deputy-Principal will ensure substitute staff are aware of the Medical Needs Folder in each classroom.

12. Photographs of children with any special medical needs will be included in the Medical Needs Folder and also displayed in the Staff Room, once parental permission has been sought. These measures are to be used to help all staff and substitute members easily identify children with special medical needs.

Responsibilities of the Special Duties Teacher

1. The Special Duties Teacher will compile a central register of medical conditions in the school each year. This information will be recorded on the school's software system (Aladdin) and will be accessible to the relevant staff members.

2. The Special Duties Teacher will maintain a school register of completed Healthcare Plans. Copies of the Plan will be given to (i) the class teacher (ii) any Special Education teacher involved with the child (iii) the SNA who is on duty in the child's yard.

3. If an Emergency Plan is needed, then an Emergency Care Plan will be available in (i) the relevant classroom(s) (ii) the Medical Needs Folder (iii) on the school's software system (Aladdin) (iv) stored in the First Aid Box on yard. Class Teachers and parents will consult this document: "[Managing Chronic Health Conditions at School Resource Pack for Teachers and Parents](#)".



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4. The Special Duties Teacher will ensure that staff-members are made aware of the information relevant to the children in their care which is available in the "[Managing Chronic Health Conditions at School Resource Pack for Teachers and Parents](#)".

5. The Special Duties Teacher will regularly update and remind staff members of their responsibility with regards to administration of medicine during monthly staff meetings.

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/guardians & staff
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review

This policy will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, not mentioned above or as the need arises.

Implementation

This policy was reviewed in 2023. Implemented and ratified in June 2023.

Signature of Chairperson: _____

Dean Niall Sloane

Date of Ratification: 25th October 2023



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Appendix 1

Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Diagnosed Medical Condition: _____

Prescription Details: _____

Administration Procedure (When, Why, How)

Storage details: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

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



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If so, what Action is required?



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Appendix 2 Emergency Procedures

In the event of _____ displaying any symptoms of her/his medical condition, the following procedures should be followed.

Symptoms:

1. _____
2. _____
3. _____
4. _____
5. _____

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

To include: *Dial 999 or 112 and call emergency services.
Contact Parents/Guardians*

Signed: _____ **Parent/Guardian**

Parent/Guardian

Date: _____



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Appendix 3

Medical Indemnity

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/member of staff of any changes of medicine/dose in writing and that we must inform the member of staff each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board of Management of Saint Michael's N.S. 11 Barrington Street, Limerick, V94A0K7, from any liability that may arise from the administration of the medication.

Signed: _____ **Parent/Guardian**

Parent/Guardian

Date: _____



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Appendix 4

Record of Medicine Administered by Staff.[illegible]

