



Bord Oideachais & Oiliúna  
**LUIMNIGH & AN CHLÁIR**

**LIMERICK & CLARE**

Education & Training Board

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## Schools Division

# Administration of Medicines Policy

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## Introduction

This Administration of Medicines policy was formulated and reviewed through a collaborative process (Advisory Group of Limerick and Clare Education and Training Board Schools Division) and ratified by the Board of Management (BOM). The policy may be viewed by parents/guardians in the administration office or on the school website at: [www.desmondcollege.ie](http://www.desmondcollege.ie)

## Section 1 - Rationale

The policy as outlined was is 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 school staff
- Outline procedures to deal with a student with an allergy in the school
- Safeguard school staff that are willing to administer medication
- Minimise the risk of possible litigation.

## Section 2 - Aims of this Policy

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

- Minimising health risks to students and staff on the school premises
- Fulfilling the duty of the school 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.

## Section 3 - In-School Procedures

Where applicable (if highlighted in the application and registration form that there are medical conditions pertaining to the student) parents/guardians are required to complete a Consent/Authorisation for Administration of Medication Form (Appendix 1) when registering their child/ren in the school. This information will be recorded on the school's Management Information System (VSWare) and will be accessible to relevant staff members.

Parents/guardians will be asked to update Appendix 1 & 2 at the beginning of each year if necessary.

No teacher is obliged to administer medicine or drugs to a student and any teacher willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents/guardians of the student concerned, have written to the school principal requesting the school to authorise a member of the staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek 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/guardian.
- A small quantity of prescription drugs will be stored in the Administration Office if a student requires self-administration on a daily basis and parents have requested storage facilities. Parents/guardians 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 students, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- The school authorities request parents/guardians to ensure that staff be made aware in writing of any medical condition suffered by any student in their class.
- This does not imply a duty upon staff personally to undertake the administration of medicines or drugs.

#### Long Term Health Problems

- Where there are students with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the school authorities. 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 Conditions

- Where students 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 student (Appendix 3). If emergency medication is necessary, arrangements must be made with the school authorities. A letter of indemnity must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medication.

#### Section 4 - Restrictions / limitations on the administration of medication

1. The school reserves the right to refuse to administer medicines that are considered too specialist or where the school is unable to provide a staff member. This does not imply a duty upon teachers/SNAs personally to undertake the administration of medicines or drugs.
2. No teacher/SNA is obliged to administer medicine or drugs to a student and any teacher/SNA willing to do so works under the controlled guidelines outlined below in Section 8. Whilst teachers in schools act "in loco parentis" there is no obligation on teachers to administer medicines, or supervise studentren taking them.
3. No medication will be administered by the school unless written authorisation / consent has been provided by a parent/guardian.
4. No medication will be administered by the school unless the parent/guardian has indemnified the school in writing.

5. Parents/Guardians of students who self-administer medication must have informed the school. The school accepts no liability for students who self-administer medication. Because there is no record of the administration of such medication and because it is in the possession of the student, staff cannot be held responsible if it is lost or misused.
6. Where a student is susceptible to allergic reactions parents/guardians are required to provide clear instructions in writing (based on advice from a doctor) as to how the school should deal with the student presenting with signs and symptoms of an allergic reaction.
7. Where a student is susceptible to anaphylaxis it is the responsibility of the parents/guardians to notify the school in writing and give the school all information regarding known triggers and the severity of the allergy which might trigger anaphylaxis.

### Section 5 - Role and responsibility of parents/guardians

1. Parents/Guardians of children with medical needs as identified on the Admissions and Enrolment Application form are required to complete a Medication Administration Policy and Procedures Acceptance and Indemnity form when enrolling their student/ren in the school (see Appendix 1).
2. It is the duty of the parent/guardian to inform the school of any medical needs their children may have, informing the school in writing of the condition and all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication.
3. In addition, parents/guardians must ensure that teachers are made aware in writing of any medical condition which their children are suffering from. For example children who suffer from epilepsy, diabetes etc. may have a seizure at any time. Parents/ Guardians should provide the school with a letter from the student's GP informing them of the condition. In addition to this the information may also be written in the student's Student Journal.
4. Parents/Guardians are required to inform the school about any allergies their children may have.
5. Where a student is susceptible to allergic reactions parents/guardians are required to provide clear instructions in writing (based on advice from a doctor) as to how the school should deal with the student presenting with signs and symptoms of an allergic reaction.
6. Where a student is susceptible to anaphylaxis it is the responsibility of the parents/guardians to notify the school in writing and give the school all information regarding known triggers and the severity of the allergy which might trigger anaphylaxis.
7. Parents/Guardians must inform the school if their children are required to avail of either prescribed or non/prescribed medication that needs to be administered by a member of staff of the school.
8. 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. The

medication must be clearly labelled and kept in a container and both the container and the bottle / box inside containing the medication must contain clear external labelling.

9. The parent/guardian must provide any relevant written instructions to the school which will be retained with the container and medication. This includes schedule for dosage, amount of dosage, any special procedures for administering dosage and any possible risks associated with administering the dosage.
10. Some students require types of specialist or invasive treatments. The parent/guardian will be responsible for the supply, maintenance and the upkeep of the specialist equipment required for such procedures. Invasive procedures will only be carried out after parents/guardians of the student concerned have written to the principal requesting the principal to authorise a member of the teaching/SNA staff to do so. A record of the administration of such treatments will be kept by the school.
11. Parents/Guardians are to inform the school immediately if a student develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school. Where such a medical condition requires the administering of medication parents/guardians are required to complete a Consent/Authorisation for Administration of Medication Form (see Appendix 1) and must give the school consent to administer such medication.
12. Parents/Guardians must ensure that all medication provided is the appropriate form of medication as prescribed (or otherwise); are responsible for the provision of the correct quantity of medication, ensuring that expiry dates on the medication have not passed, notifying the school in the event of a change of dosage (this must be done in writing) and the replenishing of a medicine in the event of exhaustion.
13. It is the responsibility of parents/guardians to dispose of medication that is out of date. Expiry dates on medication must be clearly labelled.
14. A change in medication and/or dosage will require immediate submission of an updated request form to be submitted as outlined above. All changes should be in writing and accompanied by a new consent form so that a current date is included on file. In either case the Request for Administration of Medication – Information and Consent Form will need to be updated. It is the responsibility of the parents/guardians to ensure that the dosage noted on the container in which their student's medication is stored is also amended.
15. Parents/Guardians must inform the school if their child/ren are required to avail of either prescribed or non/prescribed medication that needs to be self-administered. A letter of consent must be provided to the school for the same. If found, such medications will be confiscated and parents/guardians will be made aware of this unless a letter of authority has been provided.
16. Where a student is provided by a parent/guardian with medication that needs to be self administered the dosage for one day should only be provided to the student with the remaining medication being kept at home by the parent/guardian.
17. Parents/Guardians are required to inform the school if there is any change to contact details. An emergency contact number for someone other than the parent / guardian

(a responsible adult relative for example) should be provided to the school in case the parent(s) / guardian(s) cannot be contacted.

#### Section 6 - School Roles and Responsibilities:

1. The principal has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication.
2. An Assistant Principal is responsible for ensuring that first aid boxes are adequately stocked and replenished as necessary.
3. The principal will ascertain which members of staff are willing to administer prescribed medicines.
4. Individual staff members who have agreed to administer medication must do so in accordance with the terms of this policy.
5. Teachers/SNAs will be regularly reminded of symptoms that present in students who are at-risk in order to ensure that treatment may be given by appropriate persons.

#### Section 7 - Storing and retention of prescribed and non-prescribed medication in the school

1. Non-prescribed medication will not be stored in the school. In exceptional circumstances the school may agree to store non-prescription medication. Parents/Guardians of the student concerned will be required to write to the principal requesting the school to store such medication.
2. The school is happy to store prescribed medication for students at the written request of parents/guardians. Generally, this medication will be stored in the main office in a container with the student's name clearly labelled on the container. The parent/guardian must provide any relevant written instructions to the school which will be retained with the container and medication.
3. It may be necessary to store medication in a controlled temperature environment of 4°C in a refrigerator. The location of any such refrigerator will be provided to all staff.

#### Section 8 - Protocols for the school in exercising the duty of administering medication

##### Notes\*

The school generally advocates the self-administration (e.g. inhalers) of prescribed/non-prescribed medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent.

Such self-administered medication should adhere to the requirements set out in Section 5 above with regard to informing the school and the dosage of such medication.

The school recommends that any student who shows signs of illness should be kept at home.

Any teacher or SNA who administers medication to a student will do so under the controlled guidelines outlined below:

1. Prescribed medicines will only be administered by staff members after parents/guardians of the student concerned have written to the principal requesting the principal to authorise a member of the teaching/SNA staff to do so.
2. Prescribed medication will only be administered to the student for whom it has been prescribed, in line with current legislation. Arrangements for administration of medication to each student will be reviewed at least annually and the school reserves the right to vary the same at its discretion and in the interests of all stakeholders, with notification of any such variation in arrangements to issue forthwith to the parents/guardians.
3. The principal will seek indemnity from parents in respect of any liability arising from the administration of medicines.
4. If consent from the principal is granted, one quantity of prescription drugs/emergency medication/non-prescription drugs will be stored in an unlocked press in the administration office (or in a refrigerator where required).
5. The principal requests parents to ensure that teachers be made aware in writing of any medical condition/allergies suffered by any student in their class.
6. Teachers/SNAs have a professional duty to safeguard the health and safety of students, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. This duty of care means that the teacher / SNA taking a student with complex medical needs away on a school excursion is required to take the appropriate medication with them.
7. Teachers/SNAs who are willing to administer medication will inform the principal. The principal will keep a record of those teachers/SNAs who agree to undertake the administration of medicines.
8. In the event of a planned/unplanned absence, the substitute teacher's attention will be drawn to instructions in respect of the student who cannot self administer. A substitute teacher cannot be required to administer prescribed/non-prescribed medication.
9. In the event of the school exiting the building due to fire, the school secretary will take any prescribed/non-prescribed medications from the administration office out to the fire assembly points in the event that they are needed.
10. In the event of an emergency, teachers/SNAs 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.
11. A written record of all medication administered in the school will be maintained in the school. When medication is administered by school staff to treat an emergency (e.g. allergic reaction, asthma attack, seizure, hypoglycaemia, etc.), parents/guardians will be notified by telephone or a message in the diary.
12. Under certain circumstances, it may be appropriate for an older student to retain medication in their own possession and take responsibility, with the consent of their parent/guardian, for self-administration (e.g. an older student who would normally carry and use their own inhaler). A written authority to the Principal together with the documentation outlined above in respect of provision of consent is still required;



however, the school will not maintain a record of medication used in circumstances where it is in the control and possession of the student, as the school staff will have no involvement in respect thereof and cannot account for loss or misuse thereof. When consensual self-administration is routine (e.g. bronchodilator pre Physical Education (PE) in a student with exercise-induced asthma) and witnessed by a member of the school staff, a note will be placed in the student's school journal if applicable, with responsibility for monitoring same resting with the parents/guardians.

13. All correspondence related to the foregoing is to be kept in the school on a strictly confidential basis.

### First Aid Boxes

A First Aid box is kept in the staffroom, principal and deputy principal's office, PE Storage areas and in the administration office. There are also boxes stored in the practical classrooms, science and PE containing antiseptic wipes, bandages, plasters, steri-strips, cotton wool, scissors etc.

A first aid box is taken when students are engaged in out of school activities such as tours, swimming, football/hurling games and athletic activities.

### Section 9 - General record keeping:

1. All forms and letters concerning administration of medication will be stored in the Administrative office and attached to the student's personal file. These records are stored in compliance with relevant data protection legislation. A copy of any relevant instructions will be kept with the student's medication.
2. When a letter regarding a change in dosage or an updated appendix is received, this will be stapled to the FRONT of the existing form, to ensure that the updated information is not overlooked.
3. Any handwritten notes made on an appendix form to update it in line with written information provided by parents/guardians will be stamped and dated.
4. When an updated appendix is received, the original will be retained, but will have a line drawn through it, to indicate that it is now superseded.
5. When medication is administered an Appendix will be filled out and stored in each student's confidential file. These records are stored in compliance with relevant data protection legislation.
6. A copy will be given to the parents/guardians.

### Section 10 - Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria:

1. Compliance with Health and Safety legislation.
2. Maintaining a safe and caring environment for child/ren.
3. Positive feedback from parents/teachers/SNAs.
4. Ensuring the primary responsibility for administering remains with parents/guardians.

**Section 11 - Ratification and Review:**

This policy was ratified by the Board of Management on \_\_\_\_\_.

The policy will be reviewed in the event of incidents or on the enrolment of student/s with significant medical conditions, but no later than October in each academic year.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary



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## Appendix 1

### Consent/Authorisation for Administration of Medication Form

I \_\_\_\_\_ hereby inform the authorities of the school that my child \_\_\_\_\_ (name) \_\_\_\_\_ (D.O.B.) requires medication that must be administered during the course of a school day.

I further wish to inform the school that this medication is prescribed / non-prescribed (please underline as appropriate).

I confirm that I have read the school's policy on the administration and that I accept the terms of this policy.

I confirm that I have completed and returned the appropriate Medical Information form indicating the nature of the medical issue requiring the administration of medicine by a staff member.

I request that this medication be retained in the school in the container provided and I confirm that the medication is properly labelled.

I undertake to inform the school authorities if there is any change to the medication or to the administration regime including timing, dosage and requirements.

I hereby authorise the principal (and /or a member of staff delegated by him) to administer the medication provided by me in accordance with the instructions provided by me in writing on the appropriate Medical Information form.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

#### Indemnification

I/We absolve and release the school and the Education & Training Board from all liability arising from the administration of medication to \_\_\_\_\_ which has been administered in accordance with this policy.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix 2

Consent /Authorisation for Student to self-administer Medication Form

I \_\_\_\_\_ hereby inform the authorities of the school that my child \_\_\_\_\_ (name) \_\_\_\_\_ (D.O.B.) requires medication that must be administered during the course of a school day. I further wish to inform the school that this medication is prescribed / non-prescribed (please underline as appropriate).  
I confirm that I have read the school's policy on the administration and that I accept the terms of this policy.

I confirm that I have completed and returned the appropriate Medical Information form indicating the nature of the medical issue requiring the self-administration of medicine by \_\_\_\_\_.  
I undertake to inform the school authorities if there is any change to the medication or to the administration regime including timing, dosage and requirements.

I hereby give consent to my student \_\_\_\_\_ to self-administer medication  
I hereby authorise the principal (and /or a member of staff delegated by him) to keep a written record of any self-administration of the medication witnessed by a staff member provided by me in accordance with the instructions provided by me in writing on the appropriate Medical Information form.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**Indemnification**

I/We absolve and release the school and the Education & Training Board from all liability arising from the self-administration of medication by \_\_\_\_\_ which has been administered in accordance with this policy.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

### Appendix 3

#### Letter of Authority for staff to provide medical and care needs

I \_\_\_\_\_ hereby inform the authorities of the school that my child \_\_\_\_\_ (name) \_\_\_\_\_ (D.O.B.) requires medication and medical / care interventions that must be administered during the course of a school day. I further wish to inform the school that this medication is prescribed / non-prescribed (please underline as appropriate).

I confirm that I have read the school's policy on the administration of medication and on carrying out treatments to support the medical and care needs of students, and, having understood the policy, that I accept the terms of this policy.

I confirm that I have completed and returned the appropriate Medical Information form indicating the nature of the medical issue requiring the administration of medicine by a staff member and the engagement of appropriate staff members in medical or care interventions to support my student. I undertake to inform the school authorities if there is any change to the medication or to the administration regime including timing, dosage, requirements or if there is any change in the care and medical intervention needs of my student.

I hereby authorise the principal (and /or a member of staff delegated by him) to administer the medication provided by me in accordance with the instructions provided by me in writing on the appropriate Medical Information form. I further authorise the principal to assign an appropriate member of staff to support my student's care and medical needs.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Indemnification

I/We absolve and release the school and the Education & Training Board from all liability arising from the administration of medication or provision of medical/care support and interventions to \_\_\_\_\_ which has been administered in accordance with this policy.

Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix 4

### Medical Information Form

Student's Name: \_\_\_\_\_

D.O.B. \_\_\_\_\_

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

#### Contact details:

Parent/Guardian 1 \_\_\_\_\_

Telephone \_\_\_\_\_

Parent/ Guardian 2 \_\_\_\_\_

Telephone \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Telephone \_\_\_\_\_

Family Doctor \_\_\_\_\_

Telephone \_\_\_\_\_

#### Medical Condition

	 <p>Bord Oideachais &amp; Ollscoil <b>LUIMNIGH &amp; AN CHLÁIR</b> <b>LIMERICK &amp; CLARE</b> Education &amp; Training Board</p>
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#### Medication Required ( Name, Dosage schedule, Dosage amount, Storage requirements)

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#### Instructions for administering of medication

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#### Contraindications Information

Please outline any possible complications that you are aware of that might arise from your student's medication

Allergy / Anaphylaxis Information

Is your student susceptible to any particular allergy or anaphylaxis?

Are there particular triggers for this allergy or anaphylaxis?

Are there particular signs or symptoms that staff should be aware of that might signal an allergic reaction or anaphylaxis?

Is there a particular course of action or set of instructions that need to be followed in such circumstances?

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Parent / Guardian



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**Appendix 5**  
School record of Administration of Medication

Student \_\_\_\_\_

Class \_\_\_\_\_

D.O.B \_\_\_\_\_

Medication Requirements & Instructions

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Date	Nature of Intervention	Signature
		
	<p>Bord Oideachais &amp; Oiliúna <b>LUIMNIGH &amp; AN CHLAIR</b> LIMERICK &amp; CLARE Education &amp; Training Board</p>	



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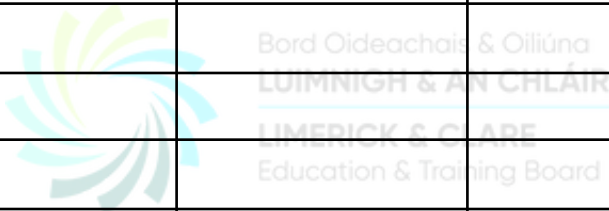
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### Appendix 6

#### Record of Staff administering medication

Staff Name	Staff Role	Staff signature indicating willingness to administer medication	Date



## Appendix 7

The following guidelines are in place with regard to students with an allergy:

1. Parents/Guardians inform the school about any allergies their student may have.
2. Strategies to deal with allergies will be decided on a case to case basis depending on severity of allergy.
3. Parents/Guardians will be asked for clear instructions in writing as to how the school should deal with the student presenting with signs and symptoms of an allergic reaction. (Appendix 2 and 3)

The following guidelines are in place with regard to students with anaphylaxis:

1. Depending on the severity of the allergy, appropriate arrangements will be made. It is the responsibility of the parents/guardians to notify the school in writing and give the school all information regarding known triggers and the severity of the allergy (see appendices).
2. The school canteen and home economics teachers are informed of studentren in our school have anaphylaxis and are asked not to include named trigger foods in lunches/cookery classes.
3. If going off site/leaving the school grounds (e.g. school tour or nature walk) the teacher/SNA who has agreed to administer the medication will carry the medication with them.
4. In the event of a student going into anaphylactic shock an ambulance will be called. The Anapen/Epipen may also be administered to the student. Any Anapen/Epipen administered should be handed to the ambulance crew/paramedic on arrival.

Indicators of shock include:

Symptoms of shock can include:

- Bloating
- Swelling
- Wheezing
- Severe difficulty breathing
- Gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.