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Education & Training  
Boards Ireland  
*Bord Oideachais &  
Oiliúna Éireann*

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**Roll Number: 20529J**

## **ADMINISTRATION OF MEDICINE POLICY**

### **BROADMEADOW COMMUNITY NATIONAL SCHOOL**



**2025/2026**

**Principal: Miss J. Robinson**

The Principal of Miss Jennifer Robinson is responsible for the implementation of this Administration of Medicine Policy.

## Policy Aim

At Broadmeadow CNS the care of all of our staff and children is paramount. We are aware from time to time that medicine may need to be administered within the school day.

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 within the school day/clubs.
- To indicate the limitations to any requirements which may be notified to teachers and school staff within the school day/clubs.

## Relationship to School Ethos

Broadmeadow CNS 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.

## Policy Aims

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

- Minimise health risks to children and staff on the school premises.
- 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.

## In School Procedure

Parents are required to complete a section on Health/Medication in the application form when enrolling their child/ren 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 school to authorise a member of the teaching staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board/ETB will seek indemnity from parents in respect of any liability arising from the administration of medicines through written consent and direction for use of medicine e.g. dosage
- In general, medicines will be administered by the parents/guardians outside of school hours.
- Acceptance of written request will only be accepted if it is required by a medical professional to administer medicine within the school day/clubs.

- All medication must be prescribed by a doctor and have the name, doctor, pharmacy and direction of use clearly labelled on all items.
- 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 medicines are stored on the school premises only inhalers/epi-pens if a second is prescribed by a doctor. A small quantity of prescription drugs will be stored in the classroom if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage.
- Some medication may be stored in the fridge and returned home at the end of the day.
- Teachers/SNAs 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 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 Issues

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. Meetings will be held with parents and staff and documentation completed in order to ensure that the correct procedure is in place.

## Life Threatening Conditions

Where children 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 child (Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

## Administration of Medicine

1. The parents 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. (Appendix 1, 2 or 3)

2. Parents must write requesting the Board of Management to authorise the administration of the medication in school.
3. 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/designated adult.
4. A written record of the date and time of administration must be kept by the person administering it (Appendix 4)
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
6. Emergency medication must be clearly labelled with the child's name, doctor/pharmacy and have exact details of how it is to be administered.
7. The BOM must inform the school's insurers accordingly of medication for life threatening conditions.
8. Parents 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 and during school related activities.
9. All correspondence related to the above are kept in the school.

## Medicines

Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- 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.
- 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, drug to a pupil.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
- It is not recommended that children keep medication in bags, coats, etc.
- Children should be responsible for their own medication with due regard to the age of the child.

## Emergencies

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.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example, children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons. This is to be kept up to date at all times and is the responsibility of the parent/carer to keep records up to date.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year, but please notify in writing any changes prior to this date.

## **First Aid Boxes**

A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities. A full medical kit is stored within reach of each classroom within the school.

## **General Recommendations**

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school. Any child deemed sick in school will be sent home. A phone call will be made home to arrange this.

## **Roles and Responsibilities**

The BOM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members.

## **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/teachers.

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

## **Ratification**

This policy was ratified by;

Chairperson: Brigid Manton

Date:06/10/25

Principal: J Robinson

Date:06/10/25

## Appendix 1

### Medical Condition and Administration of Medicines

Child's Name: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

#### Emergency Contacts

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Medical Condition:

\_\_\_\_\_

Prescription Details:

\_\_\_\_\_

Storage details:

\_\_\_\_\_

Dosage required:

\_\_\_\_\_

Is the child to be responsible for taking the prescription him/herself?

\_\_\_\_\_

What Action is required

\_\_\_\_\_

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 wellbeing 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/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 from any liability that may arise from the administration of the medication.

Signed \_\_\_\_\_ Parent/Guardian

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

**Appendix 2**

**Allergy Details**

Type of Allergy: \_\_\_\_\_

Reaction Level: \_\_\_\_\_

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

Storage details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Administration Procedure (When, Why, How)

Any Additional Details:

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

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

## Appendix 3

### Emergency Procedures

**In the event of ..... displaying any symptoms of his/her medical difficulty. Please follow the procedure below;**

Symptoms: \_\_\_\_\_

Procedure 1: \_\_\_\_\_

Procedure 2: \_\_\_\_\_

Procedure 3: \_\_\_\_\_

Procedure 4: \_\_\_\_\_

*To include: Dial 999 and call emergency services.  
Contact Parents*

## Appendix 4

### Record of administration of Medicines

Pupil's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

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

Dosage Administered:  
\_\_\_\_\_

Administration Details (When, Why, How)

Any Additional Details:

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

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

