

## **St. Columba's N.S.,**

Tullow,  
Co. Carlow,  
R93 R266.

**Roll Number:** 13607M  
**Telephone:** 059-9151873

**Email:** [info@stcolumbasnstullow.com](mailto:info@stcolumbasnstullow.com)

**Website:** [stcolumbasnstullow.com](http://stcolumbasnstullow.com)

### **Administration of Medicines Policy**

#### **Introduction:**

An Administration of Medication policy has been in existence in the school since 2013. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management (BoM) in April 2022.

#### **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 nut 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:**

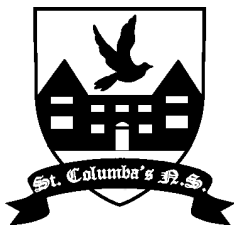
The aims and objectives of the policy can be summarised as follows;

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

#### **In –School Procedures:**

Parents are required to complete a Health/Medication declaration when enrolling their child in the school. Medical practitioners visiting the school should arrange times for the administration of medication such that they don't coincide with the conduct of school activities. In the event that the administration of medication is necessary for a pupil during the course of school activities, medication must be administered preferably by the pupils parents'/guardian who may come to the school with the medication at a designated time and if the pupils parents'/guardian are not in a position to attend at the school for this purpose, medication must be, where possible administered by the pupil in the presence of an authorised adult. The Board before granting a request to facilitate the self-administration of medication will ascertain that authorised adults feel confident that a pupil can competently self-administer such medication.

No person can be required to administer medication to a pupil, however the Board of Management may authorise an adult member of the school staff who is willing to administer medicines to do so in emergency situations or in circumstances where the self-administration of medication is not possible by virtue of the minor's age and ability or in the case of a pupil with Special Needs, where that pupils parents'/guardian are not in a position to come to the school. Authorised adults should do no more than is considered to be



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appropriate in order to dissipate the pupils distress or prevent irreparable harm and qualified medical treatment should be secured at the earliest opportunity in emergency situations.

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 requesting the Board 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 of Management of the School will seek the provision of executed indemnities in the format set out on Appendix in relation to liability arising from the administration of medication and requisite information must be obtained from parents'/guardians and retained in compliance with data protection guidelines.
- Pupils must not attend school with medication in their possession and medication must be given by the parents'/guardian to an authorised adult escort for onward transmission to an authorised adult where pupils avail of school transport facilities.
- All incidences of the administration of medication by a pupil or an authorised adult must be recorded.
- 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. A small quantity of prescription drugs will be stored 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
- 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 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.

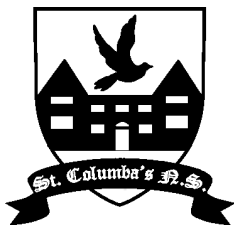
### **Long Term Health Problems**

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.

### **Life Threatening Condition**

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.

### **Guidelines for the Administration of Medicines**



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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 2, 3 or 4)
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 Board of Management 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 5)
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. Emergency medication must have exact details of how it is to be administered
7. The BoM must inform the school's insurers accordingly
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
9. All correspondence related to the above are kept in the school.

### Medicines

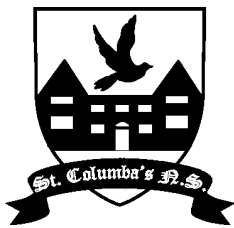
- Non-prescribed medicines will neither be stored nor administered to pupils in school
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above
- Arrangements for the storage of certain emergency medicines, which must be readily 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 or drugs to a pupil
- In an emergency, 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.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

### The following guidelines are in place with regard to pupils with a Nut Allergy

1. Staff dealing with the pupil do not eat nuts of any item with nut trace
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

### In the event the pupil comes in contact with peanuts

1. Contact parents and administer 5ml Zirtec/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow him to breathe calmly as he will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.



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2. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in the staff kitchen. Before or immediately after Pen has been administered, an ambulance must be called.

### Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

**School Doctor** Tullow Health Centre, Tullow, Co. Carlow

**Contact Number** 059 915 1426

### 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.

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.

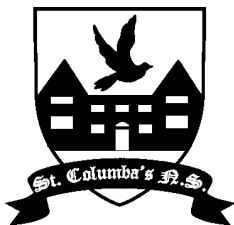
The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.

### 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 first aid box is kept in each individual classroom containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. [note: the classroom-based kit should be kept under lock and key for health & safety reasons]

### General Recommendations:



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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.

### **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. The Assistant Principal is the Safety Officer and the maintenance and replenishment of First Aid Boxes is a post of responsibility within the middle management structure in the school.

### **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 and Review:**

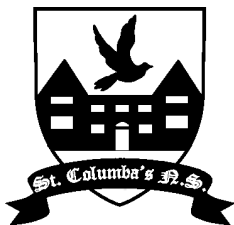
This policy was ratified by the BoM on ..... It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions.

### **Implementation:**

The policy has been implemented since .....

Signed on behalf of the BoM of St. Columba's N.S

.....  
Chairperson of the Board of Management



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THIS INDEMNITY made the \_\_\_\_\_ (insert date) BETWEEN the (lawful father and mother/guardian) (delete as appropriate) (hereinafter called the 'parents'/guardian') (delete as appropriate) of \_\_\_\_\_ (insert name of child) (hereinafter called 'the minor') of the One Part AND \_\_\_\_\_ for and on behalf of the Board of Management of the School of the Other Part.

WHEREAS:

1 The minor is a pupil enrolled in the School which is managed by the Board of Management.

2 The minor suffers on an ongoing basis from the condition known as \_\_\_\_\_ (insert name of condition – please only complete this particular section of the Agreement where the minor has been diagnosed as suffering from a condition requiring medication) and the (parents'/guardian) (delete as appropriate) understand that they must inform the Board of Management in writing of the minor's condition, details of their medication and dosage and the contact details of the minor's medical team and the (parents'/guardian) (delete as appropriate) acknowledge their ongoing responsibility to keep the Board of Management advised in writing of any changes to these details.

3 The minors (parents'/guardian) (delete as appropriate) acknowledge that minors are not permitted to carry medication whilst engaging in School activities without the consent of the Board of Management and the (parents'/guardian) (delete as appropriate) acknowledge that such medication will be confiscated and the minors (parents'/guardian) (delete as appropriate) will be contacted.

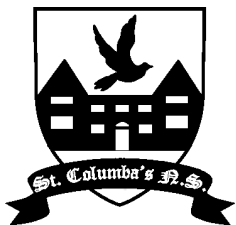
4 The minors (parents'/guardian) (delete as appropriate) direct that where possible, medication should be self-administered by the minor under adult supervision, however, the minors (parents'/guardian) (delete as appropriate) advise that whilst engaging in School activities, the minor may require the administration of medication in emergency circumstances or in circumstances where the self-administration of medication is not possible by virtue of the minor's age and ability and the minors (parents'/guardian) (delete as appropriate) have directed that the said medication must, in such circumstances, be administered by an authorised adult member of the said minor's School as it is absolutely necessary to ensure the wellbeing of the minor and the minors (parents'/guardian) (delete as appropriate) will be notified of the emergency administration of the medication by telephone as soon as possible thereafter and the minors (parents'/guardian) (delete as appropriate) will be notified in writing in terms and at intervals to be agreed between the Board of Management and the minors (parents'/guardian) (delete as appropriate) of the administration of medication in circumstances where the self-administration of medication is not possible by virtue of the minor's age and ability. The minors (parents'/guardian) (delete as appropriate) acknowledge that this facility is provided on a purely voluntary basis and without any obligation whatsoever on the Board of Management of the School and the authorized adult member of the School and the minors (parents'/guardian) (delete as appropriate) understand that these parties are not medically trained and that responsibility for compliance with expiry dates related to medication and the compilation and retention of necessary records rests entirely with the minors (parents'/guardian) (delete as appropriate).

NOW IT IS HEREBY AGREED by and between the parties hereto as follows: In consideration of the Board of Management of the School entering into the within Administration of Medicines Indemnity Agreement, the minors (parents'/guardian) (delete as appropriate) HEREBY INDEMNIFY AND KEEP INDEMNIFIED the Board of Management of the School and the authorised adult member of the School in respect of all liabilities, losses, claims, demands, actions or proceedings howsoever arising out of or in the course of or caused directly or indirectly by the administration of the said medication by or to the minor or the failure to administer the said medication and by the presence of the medication on any premises within the control of the Board of Management of the School.

IN WITNESS whereof the parties have hereunto set their hands & affixed their seals the day & year first herein WRITTEN. SIGNED & SEALED by \_\_\_\_\_ (the minors father/guardian) & \_\_\_\_\_ (the minors mother/guardian) in the presence of \_\_\_\_\_ (witness) and \_\_\_\_\_ (witness) SIGNED & SEALED \_\_\_\_\_ (By the representative of the Board of Management of the School in the presence of: \_\_\_\_\_ (Witness)

## Appendix 2

### Medical Condition and Administration of Medicines



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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.



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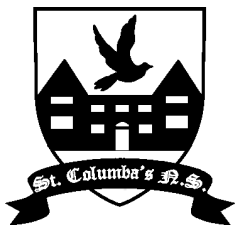
I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition.

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

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

Date \_\_\_\_\_





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## Appendix 3 Allergy Details

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

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

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

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

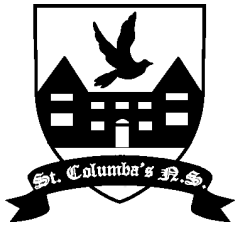
Dosage required: \_\_\_\_\_

Administration Procedure (When, Why, How)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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



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## Appendix 4 Emergency Procedures

In the event of \_\_\_\_\_ displaying any symptoms of his medical difficulty, the following procedures should be followed.

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

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

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



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## Appendix 5 Record of administration of Medicines

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

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

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

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

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

Administration Details (When, Why, How)

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

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