



S N Mhuire, Moynalvey A83KD81 Email: [office@moynalveyns.ie](mailto:office@moynalveyns.ie) Website: [www.moynalveyns.ie](http://www.moynalveyns.ie)

Telephone: 0469557416/ 0830861407

Roll number: 18344I

Principal: Mícheál Brennan

Deputy Principal: Anna Flynn

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## Administration of Medicines Policy

### Introduction

This Administration of Medicines policy was formulated and reviewed through a collaborative school process and ratified by the Board of Management (BOM) of S.N Mhuire Moynalvey on 23<sup>rd</sup> September 2024.

### Rationale

The policy as outlined was put 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 pupil with an allergy in the school
- Safeguard school staff that are willing to administer medication
- Protect the Board of Management and staff against possible litigation in case of misadministration
- Ensure that all children are protected from misuse of medication.
- Ensure that all staff may exercise their right not to administer medication.
- Ensure that the parents are aware of their responsibilities and options, should their child require medication in school hours.

### 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:

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

**Guidelines**

1. Teachers cannot be required to administer medication. Their union advises them not to accept this responsibility.
2. Children are not permitted to bring medications into the school that could endanger others, should they be misused. (This includes non-prescription medication).
3. Parents may approach the Board of Management in writing, should their child require medication, following the procedures outlined in appendices 1 & 2.

**Administration of medication for children with short term conditions:**

**Definition:** *A short term condition is one where the child is deemed healthy enough to attend school but is in need of some medication, (e.g. antibiotics).*

**Guidelines:**

1. The Board of Management and staff will not accept responsibility for administering medicines to children with short term medical conditions.
2. While it is hoped that parents would administer this medication at home, they may come into the school at pre-arranged times, to administer it. The school would not be responsible for storing this medicine.

**Administration of medication for children with long term conditions:**

**Definition:** *A long term condition is one where the child is deemed healthy enough to attend school but is in need of regular medication. Conditions include Attention Deficit Disorder, Diabetes, Asthma etc.*

**Guidelines:**

1. In the case of asthma, the child may administer his/her own inhaler provided parents have followed the procedures outlined in appendix 1.
2. Parents may come into the school, at pre-arranged times, to administer appropriate medication.

**Administration of life saving medication for children**

**Definition:** *Examples of life saving medication are adrenaline or insulin.*

**Guideline:**

1. The school would agree to hold life-saving medication and administer it in an emergency, provided the procedures outlined in appendix 2 have been followed.

## **Allergies:**

The following guidelines are in place with regard to pupils with an allergy

- All staff are aware of allergy
- Advise children not to offer or exchange foods, sweets, lunches etc.
- If going off-site, medication must be carried.
- All staff dealing with this child are aware of contents of procedures in Appendix 4.  
Class teacher will meet with parents/guardians in September to review procedures and update file as necessary

School Doctor: Dr. Clarke, Summerhill Medical Centre

Contact Number: 0469557004

## **Emergencies**

In the event of an emergency, staff should do no more than is necessary and appropriate to relieve extreme distress or to prevent further 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, Staff members may take a child into Accident and Emergency without delay.

Parents/Guardians will be contacted simultaneously. The school maintains an up to-date register of contact details of all parents/guardians including emergency numbers. This is updated by each parent/guardian through the school's Aladdin Connect App.

## **First-Aid Boxes**

A full medical kit is taken when children are engaged in out of school activities such as school tours, sporting fixtures and athletic activities. A basic first-aid box is kept in the school building containing antiseptic wipes, antiseptic bandages, sprays, steri - strips, cotton wool, scissors etc. Further details on First Aid can be found in the Health and Safety Policy.

## **General Recommendations**

The BOM recommends that any child, who shows signs of illness, should be kept at home.

Requests from parents/guardians to keep their child in at break times 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.

## **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

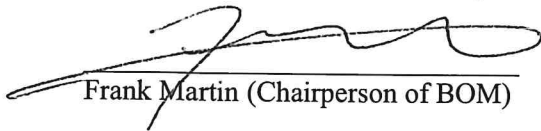
### **Ratification and Review**

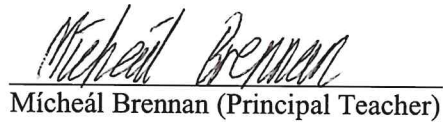
This policy will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, not mentioned above as the need arises.

### **Implementation**

The policy has been implemented since 23<sup>rd</sup> September 2024

Review Date: 23/09/2027

  
Frank Martin (Chairperson of BOM)

  
Mícheál Brennan (Principal Teacher)

## **Appendix 1**

### **Parents who wish their child to bring an asthma inhaler to school must:**

1. Request, in writing that the Board of Management permit the inhaler at school.  
This request must include:

- Name, address and telephone number of the child
- Emergency contact numbers or other contacts, if parents are not available.
- Storage requirements for the inhaler.
- An assurance that the child can self-administer the inhaler.
- A written indemnity to the Board, in respect of any liability that may arise, regarding administration of the medication.

2. Notify any substitute teachers of the procedures, if class teacher is absent.

### **The Board of Management, before granting request, will:**

1. Ascertain that teachers feel confident that the child can self-administer medication.
2. Make sure that the medication can be stored safely and is accessible to the particular child and not to other children.

### **The Class Teacher, on accepting the responsibility, will:**

1. Monitor that the inhaler is being used and stored with due care.
2. Ensure that the inhaler is labelled with the child's name.
3. Notify the Board and the parents if this is not the case.

## **Appendix 2:**

### **Parents whose child could require life-saving medication while at school must:**

1. Request, in writing, that the Board of Management permit this medication to be kept at school.

This request must include:

- Name, address and telephone number of the child.
- Emergency contact numbers or other contacts if parents are not available.
- A letter from the family doctor stating the required procedures, should the medication be needed.
- A written indemnity to the Board, in respect of any liability that may arise, regarding administration of the medication.

2. Arrange staff training in procedures of administration.

3. Make sure there is a necessary amount of medication for the child when going on class outings and remind teachers to take the medication with them.

### **The Board of Management, before granting the request, will:**

1. Ascertain that enough teachers feel confident that, in an emergency, they can do what is required.
2. Arrange staff training in procedures of administration.
3. Ensure that the medication is stored safely and out of reach of all children.

### **The Staff, after receiving training, will:**

1. Decide whether they feel competent to administer medication.

### **Those who do feel competent will:**

1. Be aware of the location of the medication
2. Administer the medication, as instructed, in the case of emergency.
3. Seek expert help for the child as soon as possible.
4. Make sure any substitute teachers are aware of the child's condition and know which teachers can deal with the emergency.
5. Record any incidences in which the medication has been needed and report these to the Board of Management.

## Appendix 3

### Medical Conditions 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 to be responsible for taking the prescription him/herself? Yes No  
If so what Action is required?

\_\_\_\_\_

\_\_\_\_\_

## Appendix 4

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: \_\_\_\_\_



## Appendix 5

### 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 S.N Mhuire Moynalvey, from any liability that may arise from the administration of the medication.

**Signed:**

\_\_\_\_\_ **Parent/Guardian**

\_\_\_\_\_ **Parent/Guardian**

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