

# GAELSCOIL SHLIABH RUA

## Administration of Medicines Policy



### Introduction

This policy has been in place since the school was opened in 2013. This policy was recently redrafted through a collaborative process involving teachers, staff members and the Board of Management. Directives from the INTO, Managing Chronic Health Conditions in Schools (jointly published with Anaphalaxis Ireland, Asthma Society of Ireland, Brainwave and Diabetes Federation of Ireland) were consulted as part of this review.

The Board of Management ratified this policy on 23/09/2025

### Rationale:

The policy, as outlined, was put in place to:

- Foster and develop a positive and nurturing environment for any child with a medical condition attending the school
- Provide directions on the management of chronic medical conditions in the school
- Clarify the responsibilities for the administration of medicine to children in the school in cases of both chronic and minor health issues
- Provide guidance on situations where it is not appropriate to administer medicines

### 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 provides clarification in relation to the administration of medicines and 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
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered to children
  - i) in cases of chronic illnesses
  - ii) in cases of minor illnesses, and
  - ii) in case of an emergency

### **In-School Procedures:**

- Parents must provide details of any medical conditions affecting their child on the F2 Application Form and on the Parental Permission Form, for example asthma, diabetes, epilepsy, anaphylaxis, allergies.
- Details of medical conditions affecting children will be kept on the child's Aladdin profile
- Details of medical conditions affecting children will be kept in their file in the classroom and noted on 'Information for the Substitute Teacher document in each classroom.
- Staff meetings - children in need of emergency medication due sudden onset of life-threatening symptoms will be mentioned at each staff meeting.
- Parental contact and emergency contact details for all children will also be maintained and available on the Aladdin database.
- All staff 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. This does not imply a duty on Teachers personally to undertake the administration of medicines or drugs to pupils.
- No member of staff can be forced to undertake the administration of medicine to any pupil. Where a member of staff agrees to administer medicines to a child in the school, this will be undertaken in accordance with the procedures defined in this policy only.
- Only Medicines prescribed by a Doctor can be administered in the school. un-prescribed medicines will generally not be administered or stored on the school premises.
- The school generally advocates that medicines are administered outside the school day. Where this is not possible a request in writing must be provided to the class teacher requesting that they administer medicines to the pupil.
- Medicines will only be administered in school where the member of staff in question is satisfied to administer the medicines as per written instructions received from the parent (time amount , requirement to refrigerate medicines etc.) on the Authorisation for the

Administration of Prescribed Medicines / Emergency Medication form. Glass bottles can not be kept in school bags. Medicines will be kept out of reach of children in the classroom, at the discretion of the teacher, or in the fridge as required. Medicines will be stored in the office where the teacher is not satisfied that there is a suitably safe place in the classroom. Inhalers can be kept in pupil's school bags where required.

- Epi pens will be kept in the same location in each classroom - top shelf of sliderobes closest to the wall. The Epi pen will be clearly labeled with child's name and will be accompanied by the child's Emergency healthcare plan. This will also include a photo of the child.
- A second set of Epi pens will be kept in the child's schoolbag at all times.
- In certain circumstances parents/guardians may request that Epi pens be brought out on yard breaks and kept in yard folder.
- 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.
- A letter/ Authorisation for the Administration of Prescribed Medicines / Emergency Medication form from a parent requesting that a teacher or any member of staff administer medicines to their child will be accepted as a safeguard against any possible litigation or harm arising from the administration of medicines or drugs.
- When a child acquires a minor head injury, the member of staff it was reported to will complete a Minor Head Injury form. The school secretary will phone parents/guardians to inform them of the head injury and report on the child's well being. A copy of the form will be kept in the child's file in the classroom and another copy sent home in the child's school bag.

### **Chronic Medical Conditions**

Where there are children with long-term health problems in school, (e.g. asthma, diabetes, epilepsy, anaphylaxis, allergies) 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.

In addition to this, parents must ensure that their child's Teacher is made aware of the symptoms of their child's health problems. The teacher should be made aware of the signs/symptoms of any illness and also informed of any potential triggers e.g. (asthma, diabetes, epilepsy, anaphylactic shock, allergies etc.).

Asthma inhalers may be kept by the pupil in their school bag but the school must be informed and the relevant documentation must be provided. **The child's name and detailed usage instructions must be on the medication. Glass bottles can not be kept in school bags.**

Epi pens will be kept in the same location in each classroom - top shelf of sliderobes closest to the wall. The Epi pen will be clearly labeled with child's name and will be accompanied by the child's healthcare plan. This will also include a photo the child.

Another set of Epipens will also be kept in the child's school bag.

### **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. If emergency medication is necessary, arrangements must be made with the Board of Management.

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

1. The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition by completing and submitting the Authorisation for the Administration of Prescribed Medicines / Emergency Medication form, giving all the necessary details of the condition. The request must also contain the following
  - i) details of the condition
  - ii) written instructions of the procedure to be followed in administering the medication
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school using the Authorisation for the Administration of Prescribed Medicines / Emergency Medication form
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
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 Board of Management must inform the school's insurers accordingly
8. Copies of all correspondence relating to these cases will be kept in the school

### **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.

### **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 the multipurpose room containing antiseptic wipes, antiseptic bandages, sprays, steri-strips, cotton wool, scissors etc. Where a child has emergency medication the Teacher must ensure that they bring these medications with them on school tours. They must also ensure that they are returned to the appropriate place upon return to 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 who is too sick to play with their peers should not be in school.

### **Roles and Responsibilities:**

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

*In the case of a variation/ difference, the Irish version of this policy takes precedence*

**Ratification and Review:** \_\_\_\_\_

**Implementation** \_\_\_\_\_



## Gortú Cloigeann – Minor head Injury

Gortaíodh cloigeann do pháiste \_\_\_\_\_ ar scoil inniu

Your Child \_\_\_\_\_ had a minor head injury in school today

Am / Time: \_\_\_\_\_ Áit an Timpiste / Accident place: \_\_\_\_\_

Sonraí an Timpiste/Brief description of accident: \_\_\_\_\_

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Má tá tú buartha faoi do pháiste, dean teagmháil leis an dochtúr clainne nó téigh chuig an Aonad Timpistí agus Éigeandála

If you have any concerns about your child please contact your GP or the Accident and Emergency Department

The following Information may assist the GP in making his/her assessment of your child:

- Was the child noticed behaving in an unusual way before the injury? YES/NO
- If they fell, how far did they fall? \_\_\_\_\_
- What did they hit their head against? \_\_\_\_\_
- Did the child lose consciousness? YES/NO
- How did they appear afterwards? \_\_\_\_\_
- Did they vomit afterwards? YES/NO
- Was the child observed to have any other problem after the injury?  
YES/NO \_\_\_\_\_

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Síniú Múinteoir Ranga: \_\_\_\_\_

Dáta: \_\_\_\_\_



## Authorisation for the Administration of Prescribed Medicines / Emergency Medication form

Name/Ainm an Páiste : \_\_\_\_\_ Rang: \_\_\_\_\_

Prescribed Medicines: \_\_\_\_\_

*Please provide proper and clearly understood arrangements for the administration of medicines*

Instructions Administration, Dosage & Storage: \_\_\_\_\_

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*I hereby request that a teacher/ member of staff administer these medicines to my child and accept this as a safeguard against any possible litigation or harm arising from the administration of medicines or drugs.*

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

### Chronic Medical Conditions

**Teacher** - Details of symptoms /potential triggers e.g. (asthma, diabetes, epilepsy, anaphylactic shock, allergies etc.).

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In the case of **long-term health problems & Life Threatening Condition** (e.g. asthma, diabetes, epilepsy, anaphylaxis, allergies) Please provide proper and clearly understood arrangements for the administration of medicines to the **Board of Management** along with details of the condition.

Where children are suffering from **life threatening conditions** (e.g. Asthma, Diabetes, epilepsy) 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. If emergency medication is necessary, arrangements must be made with the Board of Management. Parents must write requesting the Board of Management to authorise the administration of the medication in school



Please provide an assigned **letter of indemnity** in respect of any liability that may arise regarding the administration of medication.

**Emergency Situation:** Where children are suffering from life threatening conditions (e.g. Asthma, Diabetes, epilepsy) 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. If emergency medication is necessary, arrangements must be made with the Board of Management.

*Copies of all correspondence relating to these cases will be kept in the school*

### Adminstration of Medicines – Log

Name of Child: \_\_\_\_\_ Rang: \_\_\_\_\_

Date: \_\_\_\_\_ Time of administration: \_\_\_\_\_

Dosage \_\_\_\_\_

Administered by: \_\_\_\_\_

Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary