



## Administration of Medication Policy

### Introduction

The health and safety of the children attending St. Sylvester's Infant School is a priority goal for the Board of Management. Parents have primary responsibility for their child's health, and are supported by the staff of St. Sylvester's IS in doing so in a manner that is appropriate to their roles in the school. -

It should be noted that while the Board of Management has a duty to safeguard the health and safety of pupils during school hours, there is no implication of a duty upon any staff member to personally undertake the administration of medication if they do not wish to do so.

### Language

Medication in this policy refers to medicines, tablets, and sprays administered by mouth only. The Anapen is to be administered as per instructions should the need arise in an emergency situation.

### Scope

This policy applies to all staff members employed by St. Sylvester's Infant School. It outlines the care they give a child who is ill or in need of medication or medical attention.

The policy is concerned with requests from Parents/Guardians to administer or supervise the administration of medication to pupils. This covers all pupils irrespective of when they enter St. Sylvester's Infant School.

### Rationale

The policy as outlined was put in place to:

- Safeguard pupil health (including the specific needs of children with allergies)
- Clarify areas of responsibility
- Give clear guidance about administering medications
- Safeguard school staff against possible litigation that are willing to administer medication

Schools are required to take appropriate actions to ensure the health, safety, and welfare of children in their care, this includes the administration of medication when required. This policy sets out procedures to ensure that the administration of any medication is carried out in a safe manner.

A clear policy with procedures that are understood and accepted by staff members and parents/guardians provides a sound basis for ensuring that children requiring medication receive proper and appropriate care.

### Aims

- Minimise health risks for all members of the school community during school hours.
- Fulfil the duty of the Board of Management in relation to Health and Safety measures within the school
- Inform families of school procedures, including completion of the relevant documentation if they require their child to receive medication by school staff during school hours
- Ensure families are aware that only essential medications are supplied to the school  
*Essential medication is defined as medication which specialises in short-term treatment for severe injuries or illnesses, and urgent medical conditions*
- Provide a safe framework for staff members to administer medications during school hours
- Ensure staff are aware of safe locations where they can store medications.

## **Relationship to School Ethos**

This policy is in keeping with the school ethos of the provision of a safe, secure, and caring school environment and the strengthening of links between the key educational stakeholders. The school promotes positive home – school contacts, not only in relation to child welfare, but in relation to all aspects of school life in St. Sylvester’s.

## **Legislation and Regulatory Requirements**

- Under the provision of the Education Act 1998 and the regulations of the Department of Education and Skills, the Board of Management is the body charged with the direct governance of the school
- Under the Safety Health and Welfare at Work Acts 2005 and 2010 and the Safety, Health, Welfare at Work (General Application) Regulations 2007, employers have a duty to ensure the employee’s safety, health and welfare at work as far as is reasonably practicable and to carry out risk assessments and provide safety statements
- Under the Guidelines on Managing Safety, Health and Welfare in Schools (2013), schools are advised to identify potential risks and hazards to pupils and staff
- The Department cannot direct any member of the Board of Management or school staff to administer medical treatment, medical actions, and medical procedures which are normally carried out by parents/guardians and/or medical professionals
- These guidelines are therefore drafted only as a guide for school staff to carry out the requests of parents/guardians in the administration of necessary medication to pupils in school where agreement has been sought and all of the relevant paperwork has been completed
- Any concerns from involved parties regarding medication should be addressed to the Board of Management.

## **Roles and Responsibilities:**

### **Parents and Guardians:**

In general, St. Sylvester’s advises that Parents/Guardians ensure medicines are administered to their child before or after school hours.

However, in certain circumstances a pupil may be in need of regular medication that must be administered at specific times of the day, which means the pupils by necessity must receive medication during school hours. These certain circumstances refer to pupils with ongoing medication needs.

It may also be necessary for pupils to receive medication as an emergency measure.

These circumstances do not refer to administration of antibiotics due to a short-term illness.

Under no circumstances, will:

- Non-prescribed medicines be stored or administered in school by any staff member
- Oral medicine or tablets will be administered by staff. This includes antibiotics and painkillers (including Calpol). If a child is ill enough to require this form of medication, the school advises that the child is kept out of school until they are well enough to return

In the above permitted circumstances Parents/Guardians have the following responsibilities:

- Upon acceptance of a place in the School or when a child receives a diagnosis of a medical condition whilst attending the school, parents of children are immediately required to complete:-
  - Appendix 1 'Administration of Medication Form' &
  - Appendix 2 'Indemnity Form'
- Write to the Board of Management requesting the Board to authorise a member of staff to administer medication to their child. This letter will be accompanied by Appendix One. This is done under the proviso and clarity that no member of staff is obliged to administer medication to a pupil. Staff willing to administer medication to children will sign Appendix 3. Staff members may withdraw their own consent to provide any medication at any time with written notice. If a staff member is willing to administer medication, it is done in the company of a colleague and in good faith; they are indemnified; and they are acting in Loco Parentis. Where possible children should self-administer the medication under the supervision of a staff member.
- Ensure that emergency contact details are up to date. Any changes to these details are required to be updated in writing and sent to the school office
- Personally train designated staff members in the administration of medication. If they are unable to do so, the parents should organise the relevant training required.  
This includes outlining in writing what can and cannot be done in an emergency situation. Any risks to the child should be explicitly outlined. Staff working with the child must be kept informed of the exact, accurate nature of the child's condition. Any changes to the child's condition, the frequency of their appointments, or changes to the medication should be communicated by the parents to the class teacher. This will necessitate the immediate submission of a new updated Appendix 1 form to be filled in and returned to the office.
- Provide an adequate supply of medication to the school that is within its expiry date. This medication must be brought to the school by the Parent/Guardian. Pupils are not permitted to bring in the medication themselves in their school bags. This includes throat lozenges, cough medicine, inhalers or Calpol
- Check at least once a term that the medication is complete, in-date, and with the correct instructions on the medication pack
- Ensure that medication is in its original labelled container as dispensed by a pharmacist with all of the relevant information attached. This includes the child's name, instructions, date of dispense, expiry date and storage instructions

## **Board of Management**

The Board of Management:

- Has overall responsibility for the implementation and monitoring of the Administration of Medication Policy
- Ensures that all steps are implemented and adhered to

- Will seek indemnity from Parents/Guardians in respect of any liability arising from the administration of medicines
- Will sanction a willing member of staff to administer medication upon receipt of Appendix 1 and Appendix 2.

## **Principal**

The Principal:

- Has day to day responsibility for the implementation of this policy
- Will communicate this policy to staff
- Will notify staff of any changes to this policy
- Brings a copy of the written record where a child required emergency medical assistance during school hours to the Board of Management's attention ( Appendix 5)

## **Class Teacher**

The Class Teacher:

- Maintains the medication in a safe location that is inaccessible to pupils.
- Brings the necessary medication on trips outside of the school grounds and during school hours. In these situations, teachers are required to maintain these medications in safe locations that a child cannot independently access.
- Identifies if there is a willing adult available to supervise the child when they self – administer their medication. In the case that a child cannot self – administer their medication, a member of staff who consents to administer the medication must attend the trip.
- Will contact the Parents/Guardians in the case that they notice the medication has expired and instruct Parents/Guardians to collect this expired medication and to replenish the medication (if appropriate)
- Maintain a copy of Appendix 2 in the class sub pack
- Display Appendix 1 in a visible place near the stored medication in the case of the class teacher's absence
- Display a picture of the pupil noting their medical needs and '*what to do in an emergency*' on the Medical Needs board in the staffroom
- Will alert other members of staff and in particular their Special Education Teacher and their Buddy teacher to the child's medical condition
- Communicates with the Principal to ensure that there is a staff member willing and available to help administer medication in the case of a planned teacher absence
- Will check with the Parents/Guardians before engaging in the administration of medication if they are in any doubt as to the action they need to take
- Will keep a record of any medications that have been administered using Appendix 3: Record of administering medication. If it is not the class teacher that is administering the medication, they should direct the staff member who is willing to administer medication to fill out this Appendix sheet as required.

In the case where a class teacher is absent, the Special Education Teacher (SET) assigned to the room will follow these responsibilities or will make the substitute class teacher aware of the responsibilities. If the substitute class teacher is not willing to take on some or all of these responsibilities, they should contact the school principal immediately.

If there are no members of staff that are available or willing to administer medication during school hours, it is the responsibility of the Parents/Guardians to arrange for themselves to come into school at the relevant times to administer the medication themselves.

### **Emergency Administration of Medicine**

- When medication is administered by a staff member to treat an emergency allergic reaction, asthma attack, seizure, or other agreed upon illness, Parents/Guardians will be notified by telephone immediately
- Staff must complete Appendix 4: Record of Administering Medication which is kept in the A4 plastic envelope along with the medication, hung in the classroom
- In the case of emergency administration of medication, the school will contact the emergency services (999 or 112) for advice and next steps
- Parents/Guardians will be notified in writing after the event what procedures were followed in the case of such an emergency.

### **Storage of Medications**

- Only prescribed medication to be used in the event of an emergency will be administered and stored by school staff
- All medications brought into school are stored according to the manufacturers' instructions. It is the responsibility of the Parents/Guardians to ascertain what these settings should be and then relay this to the class teacher
- If it is not possible for a medication to be appropriately stored in the school, it will **not** be possible for this medication to be administered during school hours by a member of school staff
- Medicines are required to be stored safely and securely. They should be inaccessible for any child to reach.
- For medication that does not require refrigeration, this will normally be on a hook that is positioned high and beside the main classroom door.
- Medications requiring refrigeration should be clearly marked and kept in the staff room fridge. There is a space within this fridge for First Aid equipment. It is located on the door of the fridge on the top shelf. This is where such medications can be maintained
- Staff members should never transfer medication from one container to another of their own volition
- Staff members who are required to bring their own medication to work need to follow the same guidelines for their own medication as the guidelines for pupil medication. Primarily that they need to be out of reach of any pupil.

### **Return of Medications**

Medication should be returned to the child's parents when:

- The course of treatment is complete
- Labels become detached or unreadable
- Instructions are changed by a healthcare professional
- The expiry date has been reached
- On the last day of each school year
- The child has left the school

Staff members should return all medication, including empty bottles, to Parents/Guardians or to a designated adult.

If a Parent/Guardian has been notified that they need to collect unused medication they have 14 days to come into the school to do so. If they have not collected this medication, it will be given to the First Aid Officer who will bring it to a community pharmacy for disposal. No medicine will be disposed of on the grounds of the school.

### **Accidents and Incidents involving Medication**

- Where a child refuses to take the medication prescribed for them, they will not be forced to do so. Parents/Guardians will be contacted and informed as a matter of urgency. If the child not taking the medication leads to an emergency situation, the emergency services and parents will be called
- If a child is mistakenly given another child's medication, the Poison Information Centre (01 809 2166) or the emergency services (999 or 112) must be called immediately and the advice given must be followed. The parents of the child who mistakenly received the medication must be called immediately
- If a child is taken to hospital by ambulance, they must be accompanied by a member of staff who is to remain with them until a Parent/Guardian arrives. If there is cover required for this staff member, it will be organised by the Principal.
- All required information is shared with the emergency services and the child's Parents/Guardians
- Staff support is essential following any such incident. The Principal will meet with the staff member in question within 2 days of their return to work to debrief on the situation and to provide support if required.

### **Other Pupils who Fall Ill during the School Day**

No member of staff will administer medication to a child without prior written Parent/Guardian consent who falls ill during school hours. If a pupil falls ill during school hours, the Parents/Guardians will be contacted and advised to pick up their child.

If a child is judged to have fallen severely ill during school hours, emergency services may be contacted in addition to the Parents/Guardians.

### **Minor Accidents & Reporting Accidents**

Minor cuts and abrasions will be treated by school staff using gloves, anti - septic wipes, plasters, bandages, ice packs, and other first aid supplies. General incidences will be reported to the class teacher to share with parents/guardians as required.

Any accident involving a head injury will be reported to Parents/Guardians immediately. This will be done irrespective of the perceived severity of the injury. Parents/Guardians will be given the option to collect their child from school at that point.

More serious accidents or accidents involving a head injury of any form will be recorded in the '*Accident Report Book*'. This will be stored in the cubby hole of the First Aid Officer outside of the school office.

## **First Aid**

The First Aid Officer is responsible for the maintenance and replenishment of the first aid boxes. In each first aid box there are gloves, scissors, cotton wool, anti - septic wipes, and plasters. Burn gel, bandages, ice packs, saline drops are located in the staff room if required.

First aid boxes are currently located:

- Outside Room 1 and Room 2
- At the end of the junior infant corridor beside Room 4 and Room 5
- Beside the photocopier
- Outside the upstairs toilet.

Parents/Guardians are expected to check under any plaster that has been administered by staff after school and replace/treat it as required when the child returns home.

## **Sunscreen Application**

On days with a high UV index, Parents/Guardians should ensure that their child has an appropriate level of sunscreen on for the duration of the day. If a child is required to bring in their own sunscreen for use during the day, a member of staff may help them open and use the bottle. However, no member of staff will rub sunscreen on a pupil unless that child has specific care needs that require an adult to support them.

In the case where a child requires sunscreen and they do not have immediate access to it, there is a bottle of sunscreen in the first aid area of the staff room for staff to use as required.

## **Major Accidents/Medical Emergency Procedures**

In the case of an immediate medical emergency or if there is an incident with a high level of immediate concern; emergency services will be contacted by the school. The school will follow their advice with regards to the immediate care of the child. The school will then contact the Parents/Guardians to inform them of the situation without making any inferences and supplying the facts to the Parent/Guardian as best as they can.

In the case of an accident where a child is deemed safe to move, the Parent/Guardian will be contacted immediately and asked to collect the child. If the school is unable to contact the Parents/Guardians, the class teacher will take the child to the hospital alongside a second member of staff. Staff in the school will continue to try and make contact with the Parents/Guardians.

The relevant staff members should still fill in the '*Accident Report Book*' in the case of a major accident with as much detail as they can. This is located in the cubby hole of the First Aid Officer.

## **Infection in school**

In the case of contagious diseases occurring within a class (e.g. chicken pox, measles, mumps, rubella, scarlet fever, glandular fever, whooping cough, impetigo, ringworm, head – lice, scabies), all Parents/Guardians from the relevant class will be informed by email that a case of 'X' has been reported in the class.

St. Sylvester's Infant School recommends that a child who has any illness symptoms should be kept at home with the child's GP contacted if required. They should only return to school when they are healthy to do so. Parents/Guardians should be aware that sending in a child who is ill is of little benefit to the child and may be placing others in their classroom at a higher risk of illness.

Children suffering from Diarrhoea/vomiting bug/temperature **must** remain at home for 48 hours following the event.

Children may not stay in the secretary's office or the classroom during yard times if they have a cold, a broken/damaged limb, or any other ailment. In exceptional circumstances and with written approval from the Parent/Guardian, a child may sit in the yard on a chair that has been brought out for them.

Children who are returning to school following hospitalisation/broken limbs should submit a letter from the discharging doctor stating that they are fit to return to school detailing any additional or precautionary care needs which need to be implemented (e.g. when the child can return to PE)

In the case of head-lice, it is not necessary for a child to be kept at home. Parents/Guardians can still send their child into school. The school asks that Parents/Guardians check their child's hair regularly and treat accordingly. When a case of head lice is reported to the teacher, the entire class will be notified and advised to check and treat, if necessary, their child's hair.

## **Covid – 19 Procedures**

School procedures regarding Covid – 19 and suspected cases of Covid – 19 are outlined in the '*Covid Response Plan*'

## **Related Policies**

- First Aid Policy
- Health and Safety Policy
- Critical Incident Policy
- Covid Response Plan

## **References/Supporting Documents**

- INTO 39, Guidance on the Administration of Medicines in Schools, Implementing Best Practice
- Child Care Act 1991 (Early Years Services) Regulations 2016
- Managing Medicines in Schools and Early Years Settings, DfES UK, March 2005

## **Success Criteria**

The effectiveness of this school policy is measured by the following criteria:

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- All stakeholders following their responsibilities
- Positive feedback from stakeholders
- Changes being made to future policies based on stakeholder feedback

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

### **Timeframe for Implementation**

This policy will be implemented starting from 7<sup>th</sup> December 2021.

### **Review**

This policy was ratified by the Board of Management on 7<sup>th</sup> December 2021

This policy will be reviewed again in 2025.

The Board of Management reserves the right to add to or amend this policy from time to time as is deemed necessary or if there is a change in legislation, advice, or guidance from the Department of Education and Skills, the Department of Health and Children or other statutory body, support agencies for sufferers of chronic medical conditions, insurance company, other professional or legal advice.

Signed:



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Mr. M. McKenna  
Chairperson  
Board of Management

**Administration of Medication Policy 2021  
Appendix 1: Administration of Medication Form**

<b>Child's Full Name:</b>	Child's photo
<b>Child's Address:</b>	
<b>Date of Birth:</b>	
<b>Details of Medical Condition</b> (i.e. what medicine is for)	
<b>Name of Medicine:</b>	
<b>Name and contact details of prescriber:</b>	
<b>Dosage of Medicine:</b>	
<b>Attach a copy of the prescription</b>	Y / N
<b>Frequency of dosage <i>or</i> times to be given:</b>	
<b>How the medication should be administered</b>	
<b>Effective from:</b>	Date:
<b>Effective to:</b>	Date:
<b>Any other information e.g. side effects, potential adverse Reaction, or special precautions:</b>	
<b>How the medication is to be stored</b> (as on directions given on medication label)	
<b>Is the child to be responsible for taking the prescription him/herself</b>	Y / N
<b>Emergency Contact Details</b> <b>Guardian 1: Name &amp; Phone Number</b> <b>Guardian 1: Name &amp; Phone Number</b>	
<b>Signature of Guardian authorising medicine:</b>	
<b>Date:</b>	

**Administration of Medication Policy 2021  
Appendix 2: Administration of Medicines in School Indemnity Form**

This indemnity was made on the

\_\_\_\_\_

(date) between

\_\_\_\_\_ (lawful Parent/s or Guardian/s) of

\_\_\_\_\_ (Child's name)

(hereinafter called "the Parents/Guardians") of the One Part AND for and on behalf of the Board of Management of St. Sylvester's Infant School situated at Yellow Walls Road, Malahide, Co. Dublin (hereinafter called "the Board") of the Other Part.

WHEREAS:

- 1) The Parents/Guardians are respectively the lawful parents of \_\_\_\_\_  
A pupil of the St. Sylvester's Infant School.
- 2) The pupil presents, on an ongoing basis, with the condition known as \_\_\_\_\_
- 3) The pupil may, while attending St. Sylvester's Infant School, require in emergency circumstances, the administration of medication.
- 4) The Parents/Guardians have agreed that the said medication may, in emergency circumstances or as absolutely necessary for the continued wellbeing of said child, be administered by the said pupil's class teacher and/or any other willing member of staff.
- 5) The Parents/Guardians understand that the School has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily.
- 6) The Parents/Guardians understand that the School/class Teacher must be informed of any changes of medicine/dose in writing and understand that it is our duty to inform the teacher each year of the prescription/medical condition
- 7) The Parents/Guardians understand that school personnel do not have medical training
- 8) **NOW IT IS HEREBY AGREED by and between the parties hereto as follows:**

In consideration of the Board entering into the within Agreement, the Parents, as the lawful parents or guardians respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher, the Principal and/or any member of staff of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

Signed:

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

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

Date:

**Administration of Medication Policy 2021**  
**Appendix 3: Staff who Consent to Administer Medication**

Child's Name: -----

Date:

	Name	Signature
Child		
Teacher willing to administer medication		
SNA willing to administer medication		
Principal willing to administer medication		
School secretary willing to administer medication		
Other member of staff willing to administer medication		
Other member of staff willing to administer medication		
Other member of staff willing to administer medication		
Other member of staff willing to administer medication		

**Administration of Medication Policy 2021  
Appendix 4: Record of Administering Medication**

**\*\*Each time medication is to be administered, staff must first:**

- Confirm the child’s identity
- Check that Parent’s/Guardian’s written consent has been given
- Check when medicine was last given
- Check the administration instructions, including the name of the medication, the method and times for administration and the required dose
- Check whether medication is within date

Child's Name: -----

Date	Time	Name of Medication	Dose Given	Route of administration	Signature of person administering	Signature of witness (if applicable)	Comments

**Administration of Medication Policy 2021**  
**Appendix 5: Record where a pupil requires Emergency Medical Assistance**  
 To be brought to the attention of the Board of Management by Principal

<b>Name of pupil</b>	
<b>Date of incident</b>	
<b>Location of incident</b>	
<b>Nature of the incident</b>	

<b>Actions taken (e.g. first aid administered; what services contacted?)</b>	
<b>Parents/Guardians contacted?</b>	
<b>Staff debrief?</b>	
<b>Signature of Principal</b>	

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Mr M McKenna  
Chairperson  
Board of Management

Date: