

Administration of Medication Policy

Jan 2026

1. Link to Mission Statement:

This policy is in keeping with the school mission statement.

School Mission Statement

“St. Mary's Secondary School, Charleville is a voluntary catholic secondary school for girls only under the trusteeship of CEIST. The mission of St Mary's Secondary School is to provide holistic education, in the Catholic tradition, for all our students. We are committed to the academic, creative, emotional, spiritual and physical development of each student, in a caring and safe environment.”

This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment. While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a contractual duty upon teachers to personally undertake the administration of medication. As professional educators, St. Mary's teachers implement and maintain professional standards of care for our pupils, however teachers are not medics and administering medication is a voluntary act by teachers. The Board of Management requests parents/guardians to ensure that appropriate school personnel are made aware in writing of any medical condition suffered by their children. Parents/guardians are asked to complete the medical section of the registration form at the time of enrolment and update the school as necessary with regard to their child's medical concerns.

2. Rationale

The policy as outlined was put in place to give clear guidance about situations where it is, and/or, is not appropriate to administer medicines. As a general rule, 'teachers' should not be involved in the administration of medication to pupils, however, there may be occasions where pupils may need to take medication during school hours and/or whilst engaged in school related activities. The over-riding concern must always be the pupils' health and welfare.

3. Scope of this policy

The policy also operates within a legislative framework and takes account of the following; – The Education Act, 1998 – The Education Welfare Act, 2000 – Equal Status Act, 2000 – The Equality Act, 2004 – HFSS Health and Safety Policy (and Safety Statement) – Children First Act, 2015

4. Aims

- To minimise health risks to pupils and staff on the school premises.
- To fulfil the duty of the Board of Management to 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

5. Responsibilities and Standard Operating Procedures:

It is the responsibility of the parent/guardian to inform the school of any medical needs their children may have. Parents/guardians are to inform the school immediately if a St. Mary's pupil develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school. Prescribed medicines will only be administered at school in cases where it is absolutely necessary.

Non-prescriptive medicines will neither be stored nor administered to pupils in school. Prescribed medicines will not be administered in school without the consent of parents/guardians.

Parents/guardians of a pupil who needs to take medication during school hours should give written

notice to authorise members of staff to administer the medication in school. Parents/guardians should use the attached form to provide written permission. (Appendix 1)

- A teacher/SNA should not administer medication without the specific authorisation of the senior management team.
- No member of staff can be required to administer medicine or drugs to a pupil. It must be done on a voluntary basis.
- Medicine should not be kept by a pupil. It must be safely stored out of reach of pupils. Certain medicines, such as inhalers used by asthmatic pupils, must be readily accessible to a pupil at all times of the school day.
- The medicine should be self-administered if possible, under the supervision of an authorised adult.
- A written record of the date and time when medicine was administered must be kept by the supervising adult • In emergency situations, qualified medical assistance will be secured at the earliest opportunity.

Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary. Emergency medication must have exact written instructions of how it is to be administered. In all cases where parents/guardians request that prescribed medicines are administered at school, all of the school's SNAs must be authorised by the parents/guardians to administer the medicine. It is not practical to have less than three people authorised to administer the medicine.

Parents/guardians must ensure that those teachers supervising extra-curricular activities or school outings are also authorised to administer medicine to their child.

- It is the parents/guardian's responsibility to ensure that the medicines provided to the school are in date.

- Where children are suffering from critical care conditions (for example, diabetes, epilepsy), parents/guardians should outline clearly in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child. Parents/guardians are strongly advised to request a meeting with the Principal/Deputy to explain the written information provided.
- Where permission has been given for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parents/guardians, with clear written instructions for administration, giving the name of the pupil.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Parents/guardians should ensure that these procedures are clearly understood before submitting any request to the school.

6. Emergency Protocols

Emergencies: In the event of an emergency, St. Mary's staff 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, parents/guardians will be contacted to request permission so that an ambulance may be called and the pupil be taken to the nearest Accident and Emergency without delay. In the event that parents/guardians cannot be reached, the school will always prioritise the health of the pupil and call the ambulance if the situation merits it. The Health Service Executive call out costs of the ambulance and Accident and Emergency admission fees will be paid by the parents/guardians.

7. Managing food allergies at school

What should I do as a parent/guardian?

- Meet with your doctor or allergy specialist, they are best placed to know your child's specific requirements and draw up an allergy management plan to assist the school in recognising your child's symptoms of an allergic reaction and response to it.
- Meet with the Principal and discuss how they manage allergies in the school.
- If your child travels to school by bus or car pools ensure the driver or other parents are aware of your child's allergies and include travel to school in your allergy management plan.
- If your child is prescribed medication such as anti-histamines and an adrenaline auto injector, discuss where it is stored, who has access to it and who can administer it.
- Be aware of potential triggers.
- Teach your child not to share food or drinks from others
- When buying from our school canteen- always ask. Food Allergens information is clearly outlined and the staff are very happy to answer any queries.
- Explain to them that if they are not feeling well to tell a teacher or other adult immediately and not to go to the bathroom or any other area on their own

8. Relationship to Other School Policies

This policy should be read in conjunction with other relevant policies e.g., Child Protection, Health and Safety, Code of Behaviour and First Aid Policy.

10. Policy Monitoring and Review

This policy and related policies will be reviewed annually. The policy may be reviewed at any time to make improvements deemed necessary by the school, or to take account of any relevant change in legislation or school policy.

Following ratification of this policy by the Board of Management, this Administration of Medications Policy may be found on the school's website. Hard copies of the policy are available to Parents/Guardians on request.

Signed (Chairperson, Board of Management): _____

Date: _____

Appendix 1:

Medical Condition and Administration of Medicines Form St. Mary's Medical Condition and Administration of Medicines Form

Pupil's Name: Year/Class: Home Address: Date of Birth:

Emergency Contacts

1) Name/Relationship: Phone: 2) Name/Relationship: Phone: Pupil's Doctor:

Phone: Medical Condition:

Prescription Details:

Storage Details:

Dosage required:

Is your daughter to be responsible for taking the prescribed medication himself? Y / N

I/We request that St. Mary's authorise the taking of prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our daughter.

I/We understand that no school personnel have any medical training and we indemnify the St. Mary's Board of Management from any liability that may arise from the administration of the medication.

Parent/Guardian Date:

Parent/Guardian Date:

Ratified on 28-5-26

Signature of Secretary Of The Board

Margaret S. Jones

Signature of Chairperson of the board

Mary Berlow