

Administration of Medicines Policy



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1.0 Introduction

This policy was drafted through a collaborative school process and was presented to the Board of Management (BOM) to be discussed with a view to be ratified.

2.0 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 pupils with a specific allergy or medical condition in our school
- Safeguard school staff that are willing to administer medication

3.0 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.

4.0 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/ Board of Management.

5.0 Links with Other Policies

This following list is not exhaustive:

- Health and Safety Statement
- Child Safe Guarding Statement
- Data Protection Policy
- Critical Incident Policy
- Code of Conduct

6.0 Policy Content

6.1 Procedure to be followed by parents who require the administration of medication for their children

- Ardcroney NS, Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition affecting their child.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours. Any child on medication for a short-term illness should not be in school until the course is complete.
- Under no circumstance will non-prescribed medicines be either stored or administered in the school.
- Prescribed medicines will only be administered after parents of the pupil concerned have written to the Board of Management requesting the Board to authorise a member of the staff to do so. Parents are required to provide details of the child medical needs using the form in Appendix 1. The Board will seek indemnity from parents/guardians in respect of any liability arising from the administration of medicines.
- Written instructions on the administration of medication must be provided in a Care Plan and signed by a medical professional.
- A diligent care plan should include as much information as possible in the following areas:
 - Child's name, date of birth, address, parent's emergency contact telephone numbers, GP/Consultant
 - Details of the pupil's condition.
 - Routine Healthcare requirements.
 - Regular Medication taken during school hours.
 - Emergency medication and emergency actions required giving clear step by step instructions.
 - Any other relevant information.
- 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.
- The school generally advocates the self-administration (e.g. inhalers) of medicine under the supervision of a responsible adult. A small quantity of prescription drugs will be stored in the child's classroom if a child requires self-administering on a daily basis/emergency basis e.g. Buccolam, EpiPen (and parents have requested storage facilities).
- 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.

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- Parents must ensure that the medication is within its 'use by' date and is replenished when necessary.
- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- If a child needs an inhaler in school, the parents must write to the Board of Management to request permission for same. It is recommended that children keep inhalers in their bags. Child's name should be written on inhaler by parent/ guardian. Signed permission will be required from the parents for the child to self-administer their inhaler.
- The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. Parents /guardians are requested to furnish new contact details if there is any change.
- If a child with a serious medical condition has an episode during out of school hours parents/guardians should let the teacher know before the pupil returns to school.

6.2 Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- The Board shall inform the school insurers accordingly
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

6.3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe. Where staff have to administer medication in the event of an emergency, this medication should be given in accordance with the emergency care plan.
- Staff will not administer any medicine until training has been received
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept. (Appendix 2)
- In emergency situations, staff should do no more that is obviously 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.
- Parents should be contacted should any questions or emergencies arise.
- 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. If going off site, medication must be carried. In certain circumstances, parents may be requested to attend an outing with their child.
- All correspondence related to the above are kept in the school.
- Nut allergies – Pupils and Staff in contact with pupils with nut allergies should not eat nuts or any item with traces of nuts. There will be a total ban in school if a pupil reacts to airborne nut traces.
- Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members should contact Emergency Services without delay. Parents/guardians will be contacted simultaneously.

7.0 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.

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Ms Breda Conroy, Ms Catherine Ryan and Ms Brid Kirby (ISL team) are the Health & Safety representatives.

8.0 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

9.0 Implementation and Review

These procedures apply from the date of ratification by the Board of Management of this School.

- This plan will be implemented in September 2026.
- The Principal and SEN Coordinator will monitor and review this policy. The plan will be monitored and evaluated at regular staff meetings. Review Date: September 2028.

10.0 Communication and Ratification

10.1 Communication

This policy is made available as part of the whole school plan. This policy will be communicated to the school community by the following means:

- Board of Management/Other Staff members via email and meetings
- Parents/Guardians via publication on school website

10.2 Ratification

This policy was ratified by the Board of Management on

Signed John Mulcahy Chairperson, Board of Management 8/6/26

Signed Dan Lenn Principal/Secretary, Board of Management

Appendix 1 Care Plan and Administration of Medicines
For Buccolam Care Plan Template please see Appendix 2

Section 1 To be completed by the Parents/Guardians (Block Capitals/Typed)

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

Section 2 To be completed by the Pupil's GP/Consultant (Block Capitals/Typed)

GP/Consultant Name:	
GP/Consultant Contact Number:	
Medical Condition:	
Prescription Details:	

Storage details:	
When should medicine be administered?	
Dosage required:	
Can the child self-administer the medication?	YES/NO. Please circle one.
Please give precise details of administration required.	
When should further action be taken and what action should be taken? e.g. ring 999	
GP/Consultant signature	
GP/Consultant Practice stamp:	

This plan should be reviewed annually. Check expiry date before use. Store in a secure environment.

Section 3 To be signed by the Parents/Guardians and sent to the Board of Management on completion of Section 1 and 2

I 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. We consent for staff members in the School to administer/supervise administration of prescribed medication to my child under the circumstances outlined above. I 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 understand that even though the school will endeavour to provide any necessary training for staff, school personnel are not medical professionals. I indemnify the Board of Management and school staff from any liability that may arise from the administration of the medication.

I understand that information about my child's medical condition and treatment will be shared with school staff, and in the event of an emergency with the GP or other medical personnel. I also consent to the disclosure of this information to the school's insurer if required.

I agree to provide any further information and clarification required by the Board of Management.

Signed: _____ Parent/Guardian

Date: _____

Signed: _____ Chairperson

Date: _____

Appendix 2 Record of Administration of Medicines

[illegible]

[illegible]

For the treatment of Prolonged and Serial Epileptic Seizures – to be completed by Supervisors/Nurses/PIC Residential Services/Parent/Guardian and signed by the Consultant or GP.
Buccolam may only be administered by trained staff.
Before giving away check when Buccolam was last administered.
PLEASE COMPLETE IN Block Capital Letters

Name	Date of Birth
When should Buccolam be administered?	
How much should be given initially?	
Method of Administration-Buccal (side of mouth only)	
1. Remove Buccolam from sealed packaging. Remove cap. 2. Insert syringe gently into side of mouth, between teeth and cheek, tilt down and slowly	

Push syringe plunger until empty.
3. Check time, place on side if possible and observe.

After how long can a second dose of Midazolam be given? What is the second dose?

When should further action be taken and what action should be taken? e.g. ring 999

Do not give more thanmg of Midazolam in hours, ormg in 24 hours unless directed by the doctor.

This protocol is agreed by (GP/Consultant):

Signed:

Practice stamp (if available):

Dated:

This plan should be reviewed annually.

Check expiry date before use. Store in a secure environment and at room temperature.

Appendix 4 Record of Administration of Buccolam

Record of Administration of Buccolam

(Midazolam Oromucosal Solution in prefilled syringe).

Date					
Recorded by					
Type of Seizure					
Length/number of Seizures					

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Initial Dosage					
Outcome					
Observations					
Parents/Guardian/Other Informed					

Appendix 5 Bus Escort Daily Medication Check

(Currently not required in Ardcroney NS)

Bus Escort Daily Medication Check

Ardcroney NS

Name of medication					
Date	Time	Dosage is correct (✓/X)	Medication is in date (✓/X)	Name is correct (✓/X)	Escort signature
	Morning				
	Evening				
	Morning				
	Evening				
	Morning				
	Evening				
	Morning				
	Evening				
	Morning				
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Monthly In Class/School Medication Check

[illegible]

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