

# St. Cronan's Junior National School



## Administration of Medicines Policy

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### Policy Summary Details:

Policy Title	Administration of Medicines Policy
Date Written	May 2023
Date for Review	May 2026
Date Ratified by BOM	20 <sup>th</sup> June 2023
Roll Number	19456B

## **ST. CRONAN'S JNS.**

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation.

### **Introduction**

While the Board of Management of St Cronan's J.N.S. has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

### **Aims and objectives:**

The policy as outlined was put in place to;

- Clarify areas of responsibility.
- 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 and procedures outlined by medical practitioner.
- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the BOM in relation to Health and Safety requirements
- Safeguard school staff that are willing to administer medication
- To give clear guidance about situations where it is not appropriate to administer medicines

### **Relationship to School Ethos:**

St Cronan's JNS aims to promote the full and harmonious growth of every child.

Furthermore, this school supports the principles of inclusiveness and equality of access and participation in the school. This policy is in keeping with this school ethos through the provisions of a safe, secure and caring school environment for all.

### **Policy Content**

#### **1. Procedure to be followed by parents who require the administration of medication for their children**

- Where there are children with **long-term health problems** in school, 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. The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication. This letter should contain the following:

- a. Child's full name and address
- b. The name of the medication to be administered
- c. The exact dosage and time of administration
- d. The procedure to be followed in the administration and storing of the medication.
- e. A letter from the child's GP outlining the child's condition and how to administer the medication (including dosage etc.).
- f. Signature of the parent/guardian. (see Appendix 1)

of any      This information should be provided at enrolment or at the development  
medical condition at a later date.

- Parents are responsible for ensuring that the medication is in date at all times. It must be delivered to the school on the first day of the school year. It is to be handed over to the class teacher or a staff member. Parents must also ensure that an adequate supply is available. Medication will be returned to parents on the last day of the school year.
- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.(Appendix 1)
- 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.
- Where children are suffering from **serious chronic conditions**, parents/guardians must outline clearly, in writing, what should be done in an emergency, with reference to what may be a particular risk to the child.
- Parents are asked to review their **child's medical notice (Appendix 3)** which will assist the school in caring for their child. This notice will display the child's photo, medical details, procedures and contact details of the parents in the event of an emergency arising. These **medical notices** are used to help staff to easily identify children with special medical needs. The Medical Notice will be displayed in the child's classroom, in a folder for the yard and a shortened version for the notice board in the staffroom.
- When school outings take place, it is the responsibility of the parents to ensure that suitable arrangements have been put in place for their child.
- Where possible, the parents should arrange for the administration of the prescribed medicines outside of school hours.
- We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunchtime are not encouraged. A child too sick to play with peers should not be in school.



## **2. Procedures to be followed by the Board of Management**

- The Board of Management of St Cronan's JNS authorises **all** staff members to administer prescribed medicines where necessary and where expressly requested to do so by parents of children with serious health issues, providing a written request to do so has been received from the child's parents or guardians.
- 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 plan for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

## **3. Responsibilities of Staff Members**

- No teacher can be required to administer medication to a pupil.
- SNA's are required to assist with primary care needs such as the administration of medicine.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Parents should be contacted should any questions arise.
- Medication must not be administered without the specific authorisation of the Board of Management. Non-prescribed medicines will neither be stored nor administered to pupils in school.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- Staff will ensure that they have written instruction and /or training in the administration of the medication.
- Medication shall be administered by 2 members of staff, one staff member administers the medication and the other documents and records all the details on the record sheet.(Appendix 2)
- 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 and parents contacted.
- Updated Medical Notices will be completed at the beginning of each school

year by Frances Mather (Health and Safety Co-ordinator) and supplied to the child's classroom and the staffroom notice board and the yard folder. This contains details of the child's condition, where their medication is stored, procedures to follow in a medical emergency, the child's photo and parental emergency contact numbers.

- Each class teacher will ensure that the child's medical notice in his/her classroom contains up to date information. The medical notice will be posted on the wall close to the teacher's desk and clearly displayed. This is important particularly in the event of Teacher's absence.
- Children with chronic medical conditions are recommended to wear a 'high-vis' arm band in the yard. The BOM requests the parents' permission in advance of issuing a band to the child.
- Medication must be stored in the medical box which displays a medical cross emblem and is stored on a shelf above the sink in the classroom.
- In the event of Teacher's absence, when the class must be split up, children with Medical needs will be allocated a classroom beside or near their original classroom to facilitate easy access to medication. A copy of the child's medical notice will be given to the teacher they are visiting.
- It is not permitted that the children keep medication in bags, coats etc.

**The following guidelines are in place for pupils with a Severe Allergy**

1. Parents of all children in a class where there is a child with a severe allergy (for example, nut allergy) are made aware of the child's allergy and requested to not give their child foods for lunch which could expose the allergic child to an allergic reaction.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried. In the event of anaphylactic shock the pen (Ana pen/Epi pen) should be administered. Pens are stored in safe designated areas in the child's classroom for easy access; the locations are detailed on the child's medical information sheet on the health and safety board and on the wall in classroom. Before or immediately after Pen has been administered, an ambulance must be called and then parents contacted.

**Indicators of shock**

Symptoms of shock can include wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhea.

**4. Responsibilities of the Health and Safety Coordinator. (Frances Mather)**

- The Health and Safety coordinator will compile a central register of medical conditions in the school each year.
- The Health and Safety coordinator will maintain a school register of completed



Health care plans/ Medical Notices. Copies of these will be given to the class teacher for display, placed in the Medical/First Aid press in the staffroom and also available in a yard folder. There will be shortened version of these Medical notices available to all staff on the staff notice board in the staffroom.

- The Health and Safety Teacher will ensure that staff-members are made aware of the information relevant to the children in their care.
- The Health and safety Teacher will organize First Aid/AED training for a number of staff members. Staff training will be held periodically at staff meetings where staff are made aware of various conditions and informed of procedures required.

#### **First Aid Boxes:**

A first aid box is kept in designated areas containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc. These include; the staffroom, resource room, at PE hall and in prefabs.

A medical kit is taken when children are engaged in out of school activities such as tours, nature walks in the locality and sporting activities

#### **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

**Ratified by Board of Management on 20/06/2023**

Signed

  
Chairperson, Board of Management

Signed

  
Principal

**To be reviewed June 2026**

## Appendix 1. Administration of Medicines Policy.

### Parent's Request Form and Instructions.

I/We request that the Board of Management of St.Cronan's's Junior School authorise the administration of prescribed medicine during the school day in accordance with the instructions given below. I/We understand that we must inform the school in writing of any changes of medicine/condition.

Child's name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Class: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Emergency Phone Contacts

1) Name: \_\_\_\_\_

Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_

Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_

Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

(For some conditions such as Anaphylaxis, Diabetes, Epilepsy and Severe Asthma we will also require a more detailed Healthcare and Emergency Plan) Medication:

\_\_\_\_\_

Dosage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Is the child to be responsible for taking the medicine him/herself?

\_\_\_\_\_

\_\_\_\_\_

Procedure for Administration of Medication (When, Why, How):

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Procedure for Storage of Medication:

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Circumstances under which action should be taken/medication should be administered:

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I/We the parent(s)/guardian(s) of the child named above hereby give permission to



St. Cronan's JNS School to administer the medicines outlined and I/we indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of the prescribed medicines.

\_\_\_\_\_ Dated:

\_\_\_\_\_ (Signature of parent/guardian)

\_\_\_\_\_ Dated:

\_\_\_\_\_ (Signature of parent/guardian)

## Record of Medication Administered by Staff

[illegible]

## Appendix 3.

## MEDICAL NOTICE /ALERT CARD

<b>Photo of child</b>	<b>Name of child</b> <b>Medical Condition</b> <b>Class Teachers name and classroom number</b>
<b>Type of condition</b> <b>Symptoms/Reaction</b>  <b>Medication and storage</b> <b>Dosage required</b> <b>Administration procedure</b> <b>Any other important information</b> <b>Parental contact information</b> of both parents if possible and an additional emergency contact number  To include (in the event of an emergency): <i>Dial 999/112 to contact emergency services. Contact Parents.</i>	