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**SCOIL BHRÍDE BUACHAILLÍ**  
**ADMINISTRATION OF MEDICINES POLICY**

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## **1. Introduction**

This policy has been designed to formalise practices relating to the administration of medicines at Scoil Bhríde Buachaillí.

## **2. Rationale**

The policy is designed to:

- Clarify areas of responsibility;
- Give clear guidance about situations where it is appropriate to administer medicines;
- Indicate the limitations to any requirements which may be notified to teachers and school staff;
- Outline procedures to deal with pupils with severe allergies in our school, e.g. peanut, etc.;
- Safeguard school staff that are willing to administer medication;
- Protect against possible litigation.

## **3. Relationship to School Ethos**

Scoil Bhríde Buachaillí is situated in Blanchardstown Parish, Dublin 15 and is a Roman Catholic School under the Patronage of The Archbishop of Dublin. A Roman Catholic School (which is established in connection with the Minister for Education) aims at promoting the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God. Roman Catholic schools provide Religious Education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church and promote the formation of the pupils in the Roman Catholic Faith. 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. Aims of this Policy**

The aims and objectives of the policy can be summarised as follows:

- To minimise health risks to pupils and staff on the school premises;
- To fulfil the duty of the Board of Management in relation to Health and Safety requirements;
- To provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parent(s)/guardian(s).

## **5. In-School Procedures**

Although the focus of this policy is to address long-term medical conditions which require ongoing monitoring and/or medication, parent(s)/guardian(s) are required to provide information of any medical conditions, relating to their child/ren, when enrolling their child/ren in the school. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below:

- Prescribed medicines will only be administered after the parents/guardians of the pupil concerned have written to the Board of Management requesting the Board to authorise a member of the teaching staff to do so (Appendix A). Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents/guardians in respect of any liability arising from the administration of medicines;
- 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/guardians. Generally, no

medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the Principal's Office if a child requires self-administering on a daily basis and parents/guardians have requested storage facilities. Parent(s)/guardian(s) are responsible for the provision of medication and notification of change of dosage. Parent(s)/guardian(s) must also be aware of expiry dates and be responsible for providing new medication as required;

- 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;
- The Board of Management requests parents/guardians to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class. This does not imply a duty upon teachers to personally undertake the administration of medicines or drugs;
- In relation to school tours, outings, etc., parent(s)/guardian(s) are responsible for ensuring that any medication required is provided in the child's bag and for communicating this to their child's teacher.

## **6. Long-Term Health Problems**

Where there are children with long-term chronic 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 parent(s)/guardian(s). It would include measures such as self-administration, administration under parental supervision or administration by school staff.

## **7. Life-Threatening Conditions**

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 (Appendix C). If emergency medication is necessary, arrangements must be made with the Board of Management.

## **8. Healthcare Plan**

Healthcare Plans are used to create a centralised register of pupils with chronic medical conditions such as asthma, diabetes, epilepsy and anaphylaxis. Under her Assistant Principal 2 duties, Ms. Fiona Sneyd has responsibility for the register at this school. Ms. Sneyd will follow up with the parents/guardians on any further details on a pupil's Healthcare Plan required, or if permission for administration of medication is unclear or incomplete. A copy of the school's Healthcare Plan template is found at Appendix E.

### **8.1 Ongoing Communication and Review of Healthcare Plans**

1. Parents/Guardians of pupils at this school are regularly reminded to update their son's Healthcare Plan with changes to things such as their symptoms and/or condition (getting better or worse) or their medication.
2. Staff at this school use opportunities such as parent teacher meetings to check that information held by the school on a pupil's condition is accurate and up to date.
3. All pupils with a Healthcare Plan at this school have their plan routinely discussed and reviewed at least once a year.

### **8.2 Storage and Access to Healthcare Plans**

1. Parents/Guardians of pupils at Scoil Bhríde Buachaillí are provided with a copy of the pupil's current agreed Healthcare Plan.
2. Healthcare Plans are kept on file in the Principal's office.
3. All members of staff who work with pupils have access to the Healthcare Plans of pupils in their care.
4. Scoil Bhríde Buachaillí ensures that substitute/temporary teachers are made aware of (and have access to) the Healthcare Plans of pupils in their care.
5. Scoil Bhríde Buachaillí ensures that all staff members protect pupil confidentiality.

6. Scoil Bhríde Buachaillí seeks permission from parents/guardians to allow the Healthcare Plan to be sent ahead to emergency care staff should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

### **8.3 Use of Healthcare Plans**

Healthcare Plans are used by this school to:

- ✓ Inform the appropriate staff and substitute/temporary teachers about the individual needs of a pupil with a chronic condition in their care.
- ✓ Where appropriate to do so, remind pupils with chronic conditions to take their medication when they need to and if appropriate, remind them to keep their emergency medication with them at all times.
- ✓ Identify common or important individual triggers for pupils with chronic conditions at school that bring on symptoms and can cause emergencies. The school uses this information to help reduce the impact of common triggers.

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

1. The parent(s)/guardian(s) of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication. (Appendix A, B or C).
2. Parent(s)/guardian(s) must write requesting the Board of Management to authorise the administration of the medication in school.
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(s)/guardian(s).
4. A written record of the date and time of emergency administration must be kept by the person administering it (Appendix D).
5. Parent(s)/Guardian(s) are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary, including when the medication has expired.
6. Emergency medication must have exact details of how it is to be administered.
7. The Board of Management reserves the right to inform the school's insurers.
8. Parent(s)/guardian(s) are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
9. All correspondence related to the above are kept in the school.
10. The Board of Management reserves the right to liaise with/consult medical professionals on behalf of the person administering the medicine if deemed necessary by that person.

## **10. Medicines**

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the principal.
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent/guardian.
- It is not an obligation of a teacher/SNA to administer medicine or drugs to a pupil.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents/guardians contacted.
- Children are not permitted to keep prescribed or over the counter medication (e.g. Calpol) on their persons or in their bags, or to self-administer it. Exceptions to this rule are agreed in advance as part of a child's Healthcare Plan.

- Where possible, the parent(s)/guardian(s) should arrange for the administration of prescribed medicines outside of school hours.
- Parent(s)/guardian(s) should notify the school of any ongoing prescribed medication that is administered at home.

### **11. Guidelines in relation to pupils with a severe allergy**

1. Parent(s)/guardian(s) must provide written evidence of diagnosis of a severe allergy.
2. An emergency plan is to be provided by parents/guardians and agreed upon by the Board of Management/principal before medication can be held on site.

### **12. Guidelines for teachers in relation to pupils with a nut allergy**

1. Where a pupil has a nut allergy, staff and other pupils in contact with and/or connected with the pupil in question cannot eat nuts while on the premises. Letters may be sent to parents/guardians in a particular class regarding excluding certain items in lunch boxes where this is deemed necessary.
2. Use of food products should be limited as part of the curriculum and care should be taken to ensure that any use of food for science experiments etc is done safely. Teachers may need to consult with parents/guardians on these matters in advance.
3. Treats in the form of food should be avoided where possible, and great care must be taken to ensure products are safe for the child. Where possible, treats should be eaten at home rather than in school.
4. Pupils should be discouraged from exchanging foods, sweets, lunches, etc.
5. If going off-site, medication must be carried by teachers on their person, alongside a first aid kit and parent/guardian contact details.
6. Staff will be notified of all pupils in the school with allergies and other illness before the school year begins. Substitute teachers should also be notified as appropriate.

Note: the above guidelines shall also be applicable to other severe allergies that may arise, e.g. egg, etc.

### **13. In the event of a pupil coming into contact with the allergen**

1. The allergy emergency plan should be followed, while observing the child's symptoms, e.g. IFAN's Emergency Plan, etc.
2. In the event of Anaphylaxis, the child's adrenaline pen should be given, which is stored in the medicines cabinet secretary's office in the medicine's cabinet. Instructions on the pen should be followed.
3. Simultaneously or immediately after an adrenaline pen has been administered, an ambulance must be called, and parents/guardians informed.

### **14. Indicators of Shock**

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

### **15. Emergency Contacts Numbers**

Contact numbers are displayed in the office area and the school's Eircode is on display beside all landline phones as per the school's Critical Incidents Policy.

## **16. 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 accompany (or in some circumstances drive) a child to Accident and Emergency without delay. Parent(s)/guardian(s) will be contacted simultaneously.

Where a healthcare plan has been agreed, and/or the Board of Management has ratified an application from parent(s)/guardian(s) for medicine to be administered, exact procedures must be followed. Where no such plans or agreements are in place, staff members will use their best judgement.

The school regularly seeks to update the register of contact details of all parent(s)/guardian(s) including emergency numbers. It is the responsibility of all parent(s)/guardian(s) to inform the school immediately regarding any changes to contact details.

## **17. Indemnity**

As part of Appendix A, a notice of indemnity must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medication and/or the provision of treatment by school staff.

## **18. First Aid Boxes**

A full medical kit should be taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

A First Aid box should be kept in each individual classroom containing anti-septic wipes, bandages, gloves. [note: the classroom-based kit should be kept in a secure place in the classroom]

## **19. General Recommendations**

We recommend that any pupil who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break can be facilitated in extreme cases but are not encouraged generally. A pupil who is too sick to play with peers should not be in school.

## **20. School Policies**

The Administration of Medicines Policy should be implemented with due regard to the school's Intimate Care Policy.

## **21. Roles and Responsibilities**

The Board of Management 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. First Aid supplies are replenished by the Assistant Principal 2 with responsibility for same (currently Ms. Fiona Sneyd) as required.

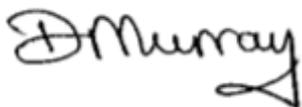
## **22. Success Criteria**

The effectiveness of the school policy in its present form is measured by the following criteria;

- Safe administration of prescribed medicines to children
- 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

## **23. Ratification and Review**

This policy was reviewed and ratified by the Board of Management on 8<sup>th</sup> November 2021 and implemented thereafter. It will be reviewed in the event of incidents or upon the enrolment of any child/children with significant medical conditions.



Signed: \_\_\_\_\_  
Declan Murray (Chairperson, Board of Management)

Date: 8<sup>th</sup> November 2021

# Appendix A

## Medical Condition and Administration of Medicines

*(to be completed in conjunction with an Emergency Plan where necessary as provided by the child's parent(s)/guardian(s))*

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

### Emergency Contacts

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

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

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

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

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

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

Prescription Details: \_\_\_\_\_

Storage details: \_\_\_\_\_

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

Is the child to be responsible for taking the prescription himself? \_\_\_\_\_

What action is required? \_\_\_\_\_

I/We request that the Board of Management authorise the taking of prescription medicine during the school day as it is absolutely necessary for the continued wellbeing of my/our child. I/We understand that the school will store prescription medicines in the medicines cabinet in the secretary's office and that it is my/our responsibility to ensure that all such medicines are fit for use and replaced upon expiration. I/We understand that we must inform the school and teacher in writing of any changes of medicine/dose and that we must inform the teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed \_\_\_\_\_ Parent 1/Guardian 1

\_\_\_\_\_ Parent 2/Guardian 2

Date \_\_\_\_\_

# Appendix B

## Allergy Details

Type of Allergy: \_\_\_\_\_

Reaction Level: \_\_\_\_\_

Medication: \_\_\_\_\_

Storage details: \_\_\_\_\_

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

Administration Procedure (When, Why, How)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Parent 1/Guardian 2

\_\_\_\_\_ Parent 2/Guardian 2

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

# Appendix C

## Emergency Procedures

In the event of \_\_\_\_\_ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Symptoms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

***To include: Dial 999 and call emergency services.  
Contact Parents/Guardians***

# Appendix D

## Record of Administration of Medicines

*(to be completed by any member of staff of Scoil Bhríde Buachaillí who administers medicines to the child in question)*

Pupil's Name: \_\_\_\_\_

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

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

Medication: \_\_\_\_\_

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

Administration Details (When, Why, How)

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

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

# Appendix E

## Healthcare Plan

*(to be filled out by the child's parent(s)/guardian(s) where the child's condition is chronic or life-threatening)*

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Siblings at school: \_\_\_\_\_

### Emergency Contacts

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

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

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

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

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

Child's Consultant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Prescription Details: \_\_\_\_\_

Storage details: \_\_\_\_\_

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

Is the child to be responsible for taking the prescription himself? \_\_\_\_\_

Signs and symptoms of the pupil's condition \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Triggers or things that make this condition worse \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Routine Healthcare Requirements During school hours \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Name of Hospital Nurse for the student

Name: \_\_\_\_\_

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

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

The school may contact the above named for further information or training.

**Parent/Guardian Agreement**

I agree I do not agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Signed by parent 1/guardian 1: \_\_\_\_\_

Print name: \_\_\_\_\_

Signed by parent 2/guardian 2: \_\_\_\_\_

Print name: \_\_\_\_\_

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

**Permission for Emergency Medication**

In the event of an emergency, I agree with my child receiving medication administered by a staff member and/or with a staff member providing treatment as set out in the Emergency Plan procedures above.

Signed by parent 1/guardian 1: \_\_\_\_\_

Print name: \_\_\_\_\_

Signed by parent 2/guardian 2: \_\_\_\_\_

Print name: \_\_\_\_\_

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