

**Newtownwhite Educate Together NS**

Ballysakeery,

Ballina,

Co. Mayo.

F26 TP63

Tel: 096 32728 / 086 7933559

Roll Number: 09040K

Email: [newtownwhite@gmail.com](mailto:newtownwhite@gmail.com)

Website: [www.newtownwhiteetns.com](http://www.newtownwhiteetns.com)



# **Administration of Medicines Policy**

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### **School Details:**

Name: Newtownwhite Educate Together National School  
Address: Ballysakeery, Ballina, Co. Mayo, F26TP63.  
Telephone: 09632728 / 0867933559  
Email: [newtownwhite@gmail.com](mailto:newtownwhite@gmail.com)  
Roll Number: 09040K  
Principal: Caroline Walkin

School day starts at 8:50am & finishes at 1.30pm for infant classes & 2.30pm for all other classes.

### **Aims of Policy:**

The aims of the Administration of Medicine policy of Newtownwhite ETNS are:

- To ensure that the needs of students who require administration of essential medications during the school day are met, in line with best practice.
- To ensure compliance with relevant legislation.
- To protect staff by ensuring that any involvement in medication administration complies with best practice guidelines.

### **Oversight of the Policy:**

This policy was drafted following consultation with the staff, parents/guardians and they together with the Board of Management, will be responsible for the development, implementation and ratification of this Policy. It will be the responsibility of the Principal and Board of Management to coordinate a review of this Policy. This policy was reviewed & ratified at the first Board of Management meeting of 2024 - 2025 school year on 25/09/2024.

### **Rationale:**

The principal & Board of Management have a duty to safeguard the health and safety of students while engaged in school activities.

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The policy as outlined was put in place to;

- Clarify areas of responsibility
- Give clear guidance about situations where it is not appropriate to administer medicines
- Indicate the limitations to any requirements which may be requested of teachers & school staff

### **Responsibility for Administration of Medication:**

#### **- Non Prescription Medication**

Non-prescription medication will not be stored or administered in the school.

Exceptional circumstances will be dealt with on a case by case basis. Monitoring or administration of non-prescription medication will not be the responsibility of staff members.

#### **- Prescription Medication**

Prescription medication can only be stored/administered in the school following a written request from the parents/guardians to the Principal/BOM. Prescribed medication will only be administered to the student for whom it has been prescribed, in line with current legislation

#### **- Parents/guardians**

Parents/guardians are very welcome to administer medicines to their child during the school day. This should be arranged by prior consultation with the class teacher and Principal. The Board of Management requests parents/guardians to ensure that teachers be made aware in writing of any medical condition suffered by students in their class.

#### **- Teachers/SNA**

Teachers/SNA are not obliged to personally undertake the administration of medications. They may, at their own discretion, agree to administer certain medicines or procedures. This will be arranged in consultation with the class teacher, SNA, Principal/ Board of Management on a case-by-case basis and will not occur without a prior request in writing being made by a particular child's parents/guardians and the specific authorisation of the Board of Management.

#### **- Children**

Children are not permitted to carry non-prescription or prescription medication in school (see heading Non-Prescription Medication). If found, such medication will be confiscated & parents/guardians contacted.

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### **Permission:**

Parents/guardians are required to request in writing the administration of prescription medicines. This letter should request the Board of Management to authorise teachers/SNA to administer or supervise the self-administration of the medication. In doing so, the Board of Management must determine if the medication is such that a non-medical person may administer/supervise administration. The Board of Management may request appropriate teachers / special needs assistants to administer the medication and arrange training if required. The Board of Management reserves the right, after due consideration, to refuse the request to administer medication. Arrangements for administration of medication to each pupil will be sanctioned on a case by case basis and reviewed at least annually.

### **Writing a Request:**

The letter requesting administration of medicine must be accompanied by the “Request for Administration of Medication – Information and Consent” form (see Appendix 1), summarising essential information to allow training of teachers/SNA and safe administration of the medication. This form includes the child’s name, date of birth, weight, name of medication, condition for which the medication is required, other medication the student takes regularly outside school, allergies, medication dosage, circumstances under which it should be administered, ability of student to self-administer the medication, as well as up to date emergency contact information. It is the responsibility of parents/guardians to keep school informed of any changes in contact information. Consent for information concerning the need for medication administration to be shared with school staff and the school’s insurers is also included. This information may be required if medical assistance is required for the student. Parents/guardians will also be asked to provide a signed indemnity form (see Appendix 2).

Each application will be considered separately and a decision will be made following consultation between the Board of Management, Principal, class teacher, SNA and parent/guardian, with a note of the request and decision and all correspondence being kept on the child’s file. Further written information may be sought from the pupil’s GP (General Practitioner). The Board of Management reserves the right to request written confirmation of medical advice from the child’s doctor, including confirmation of the medication dose and circumstances when it should be given.

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### Supervision during Administration

Where possible medication should be self-administered by the pupil under adult supervision.

Verbal clarification by parents/guardians of how & when to administer medication shall be required.

Where a child may require medication, ideally a minimum of two staff members who are willing to administer this will be identified to ensure cover during sick leave, EPV days, etc. This will often but not always include the class teacher.

Parents / guardians will be informed of staff members who have agreed to administer the medication.

In the event that staff members willing to administer the particular medication cannot be identified, or are both absent, the Principal will discuss alternative options with the student's parents/guardians.

The Principal must be informed immediately of any change in medication and/or dosage in writing.

A change in dosage of the same medication does not require notification of the Board of

Management. However, a change in medication will require a new notification of the Principal & Board of Management.

In either case, the "Request for Administration of Medication – Information and Consent" form will need to be updated. **It is the responsibility of the parents/guardians to ensure that the dosage noted on the container in which their child's medication is stored is also amended.**

### Storage of Medicines

If the Principal /Board of Management agrees that the medication can be stored and administered in school it is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock, and that the medication has not passed its expiry date.

It is the responsibility of the parents/guardians to ensure that medication is replaced in advance of the expiry date if this should occur during the school year. School staff are not responsible for ensuring that medication has not passed its expiry date. In the event that medication passes its expiry date without being used the student's parents/guardians will take responsibility for its safe disposal (usually by returning to the pharmacy). In the event that medication past its expiry date is administered to a child the Principal and/or teacher/SNA in question takes no responsibility for this. In the event of medication being unused when the school closes for the summer holidays, parents/guardians will request the return of the medication and a new supply of the medication will be given to the school Principal in advance of the child's return to school in September.

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Medication will usually be stored in a locked cupboard in the school office. However, where this should pose a hazard (e.g. inhalers or adrenaline autoinjectors which may be required urgently) medication will be stored in the student's classroom in a sealed, transparent, container labelled with the student's name.

Alternatively if refrigerated storage is required it will be stored in a labelled container in the staffroom fridge.

### **Record Keeping**

A written record of all medication administered in the school will be maintained in the school medication logs.

When medication is administered by staff to treat any event or emergency (allergic reaction, asthma attack, seizure, hypoglycemia, etc.), parents/guardians will be notified by telephone and it will be in writing via aladdin for record keeping purposes.

### **Chronic/ Acute Illness**

It's school policy that children who are acutely ill shouldn't attend school until the illness has resolved. In the event of a child becoming acutely ill during the course of the school day, parents/guardians or emergency contacts will be notified to bring the child home to recuperate. In the event that parents/guardians or emergency contacts provided cannot be contacted, teachers/SNAs will act in locus parentis.

In emergency situations, qualified medical help will be obtained. Hence provision for administration of medicine for acute illness in school is not deemed necessary.

In line with the school ethos, children with chronic illnesses are encouraged to engage fully in school activities. Where possible, the family doctor should be asked to prescribe treatments that can be taken outside of school hours. Administration of medication at school should be kept to a minimum. When administration of medication is required to facilitate a fully inclusive environment, every effort will be made to accommodate students' needs in line with the school policy including the Child Safeguarding Statement and Health & Safety Policy.

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**Implementation and Review:**

Detailed information for school staff to facilitate the safe and effective implementation of this policy is included in Appendix 3.

Parents/guardians are invited to contact the Principal immediately if they have any concerns about the implementation of this policy in relation to their child’s medication.

The Principal & Secretary will audit the medication books at the beginning of each term to ensure that the actual administration of medication complies with the information on the “Request for Administration of Medication – Information and Consent” form.

Early review will be undertaken if:

- A clinically significant discrepancy is identified between the medication administered and that authorised on the relevant “Request for Administration of Medication – Information and Consent” form.
- Feedback indicates that any aspect of the policy is causing a pupil or other member of the school community undue distress.

**Ratification and Review:**

This policy was ratified by the Board of Management on 25th September 2024. It will be communicated to all staff and will be made available to parents/guardians for review by the Board of Management in September 2026

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson BOM 25/09/2024

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Secretary to the Board of Management 25/09/2024



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**Appendix 1: Request for Administration of Medication – Information and Consent**

**Student's Name:** \_\_\_\_\_

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

**Date of Birth:** \_\_\_\_\_ **Weight:** \_\_\_\_\_

**Name of Medication:** \_\_\_\_\_

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

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

**Condition for which medication is required:** \_\_\_\_\_

**Under what circumstances medication should be given:**

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

**Instructions for Administration:**

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

**Other medication being taken:** \_\_\_\_\_

**My child CAN/CANNOT self-administer this medication:** \_\_\_\_\_

**GP Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

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**1<sup>st</sup> Emergency Contact:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**2<sup>nd</sup> Emergency Contact:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

I consent for staff members in the school to administer / supervise administration of \_\_\_\_\_, in dosage of \_\_\_\_\_, to my child \_\_\_\_\_ under the circumstances outlined above.

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

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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**Appendix 2: Letter of Indemnity**

- 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 has limited facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in as required. In the event of certain specific medicines being stored the expiry date is the responsibility of the parents/guardians.
- I/We understand that we must inform the school Principal of any changes of medicines/dose in writing and that we must inform the Principal each year of the prescription/medical condition.
- I/We acknowledge that the above facility provided by the school is on a purely voluntary basis and without obligation whatsoever on the part of the school.
- In consideration of the school facilitating me/us as stipulated in paragraph 1 above, I/We hereby indemnify the teachers/SNAs/Principal /Board of Management of Newtownwhite Educate Together National School in respect of all losses, claims, demands, actions or proceedings whatsoever arising under any statute or common law in respect of personal injury or injury of any nature whatsoever arising out of or in the course of or caused directly or indirectly by the storage of the said medicine by or at school and/or the administration or failure to administer the said medication to my/our child.
- I/We understand that no school personnel have any medical training and we indemnify the teachers/SNAs/ Principal /Board of Management from any liability that may arise from the administration of the medication.

**Signed:** \_\_\_\_\_ **(Parent/Guardian)**

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **(Parent/Guardian)**

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### Appendix 3: Administration of Medications – Detailed Information for Staff

#### General record keeping:

- All forms and letters concerning administration of medication will be stored in the office, in each pupil's confidential file. These records are stored in compliance with relevant data protection legislation.
- When a letter regarding a change in dosage or an updated "Request for Administration of Medication – Information and Consent" form is received, this will be stapled to the FRONT of the existing form, to ensure that the updated information is not overlooked.
- Any handwritten notes made on the "Request for Administration of Medication – Information and Consent" form to update it in line with written information provided by parents/guardians will be initialled and dated.
- When an updated "Request for Administration of Medication – Information and Consent" form is received, the original will be retained, but will have a line drawn through it to indicate that it is now superseded.

#### Records of Medication Administration:

- A log book will be maintained in any classroom where medication is maintained. When medication is administered an entry will be made. Each entry will include the date and time, name of student, medication and dose administered, reason for administration and the signature of the person administering it.
- To facilitate compliance with documentation requirements, the Principal & Secretary will ensure that each log book is labelled as the Administration of Medicines Log Book, together with a list of information which must be recorded with each entry.