

Rathcormac National School,  
Drumcliffe,  
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## **POLICY ON THE ADMINISTRATION OF MEDICATION**

### **Background**

While the Board of Management (BOM) 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 staff to personally undertake the administration of medicines. The Board of Management requests parents to ensure that staff be made aware in writing of any medical condition suffered by any children in their class.

### **General Rules of Medication.**

As a general rule, staff will not be involved in the administration of medication to pupils. Therefore the following rules will apply for the protection of the pupil in the school:

1. Non-prescriptive medicines will neither be stored nor administered to pupils in school.
2. Children will not be permitted to bring in or possess non-prescriptive medicines in school e.g. throat lozenges, cough sweets, headache tablets, paracetamol etc.
3. Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
4. Pupils should not bring antibiotics to school. Where possible, the family doctor should arrange for the administration of prescribed medicines outside of school hours.

## **Pupils with Long – Term Health Problems**

It is recognized that it is desirable for children with long-term health problems, such as asthma, epilepsy, diabetes and anaphylaxis to be accommodated within school in order that they can continue their education. In such exceptional circumstances, the following rules and procedures will apply.

1. The parents of the pupils concerned should write to the BOM requesting the Board to authorise a teacher to administer the medication. This should be done on the appropriate “Administration of Medication Form”. The request should contain written instructions of the procedure to be followed in administering the medication.
2. The BOM, having considered the matter, may authorize a teacher or other member of staff to administer medication to a pupil. If the teacher/member of staff is so authorised, she/he should be properly instructed by the BOM
3. Parents will be required to indemnify the BOM and authorised members of staff in respect of any liability that may arise from the administration of prescribed medicines in school. The BOM will inform the school’s insurers accordingly.
4. The medicine should be self-administered if possible, under the supervision of an authorised adult.
5. A written record of the date and time of administration must be kept in the “Administration of Medication Book”.
6. Where the BOM had granted authorization of the administration of medication, the smallest possible dose should be brought to the school, preferably by the parents. The medicine should be clearly labeled with the pupil’s name and clear written instructions for administration should be attached.
7. If a teacher/member of staff is given medication to administer in the case of an emergency, e.g. adrenaline in case of anaphylaxis, this should be the smallest dose possible to ensure recovery until a medical expert can take over.
8. In emergency situations qualified medical assistance will be secured at the earliest opportunity
9. It is the responsibility of the parents/guardians to check each morning whether the class teacher is in school unless an alternative arrangement is in place.
10. Parents are responsible for ensuring that the supervising adult has the appropriate medication on any school outing or school-related activity.
11. Where a pupil is suffering from a life threatening condition, parents/guardians should outline clearly in writing on the “Administration of Medication Form” what can and cannot be done in a particular emergency situation, with particular references to what may be a risk to the child.

12. The class teacher will bring to the attention of other staff members an authorization for administration of medication granted by the BOM.
13. 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/dosage.

A teacher or member of staff will not administer medication without the specific authorisation of the BOM . A teacher or member of staff cannot be required to administer medication or drugs to a pupil.

Parents should ensure that these rules/procedures are clearly understood before submitting any request to the BOM.

### **Teacher's Medication**

1. Where possible, teachers will endeavor to ensure that they do not bring personal medication to school.
2. If a teacher does bring personal medication to school, it will be kept in the locked first aid cabinet at all times.

**This policy will be reviewed on an ongoing basis.**

#### **Ratification**

**This policy has been ratified by the BOM**

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

**Chair person BOM**

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## Administration of Medication Application Form

Child's Name: \_\_\_\_\_

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

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

### 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 him/herself?

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 well being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We 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/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/Guardian

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

Date \_\_\_\_\_

## Allergy Details

Type of Allergy:

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Reaction Level:

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Medication:

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Storage details:

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Dosage required:

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Administration Procedure (When, Why, How)

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

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

## Emergency Procedures

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

## Record of administration of Medicines

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

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

MedicalCondition: \_\_\_\_\_

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

DosageAdministered: \_\_\_\_\_

Administration Details (When,Why,How):

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

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



# **MEDICAL ALERT CARD**

**Pupil's Name:**

**Class:**

**Medical Condition:**

**Symptoms to watch out for:**

**Activities to be careful of:**

**Treatment & Medication (only to be administered by an authorised adult):**

**Parent/Guardian(s) Contact Details:**

**Insert Photo:**