

Oatlands Primary School



Administration of Medicines Policy

Table of Contents

| | |
|--|-----------|
| Rationale: | 3 |
| Relationship to School Ethos: | 3 |
| Aims of this Policy: | 3 |
| Roles and Responsibilities: | 3 |
| In-School Procedures: | 4 |
| Medical Information | 4 |
| Guidelines for the Administration of Medicines | 4 |
| Prescribed Medication..... | 6 |
| Long Term Health Issues | 6 |
| Life Threatening Conditions..... | 7 |
| Anaphylaxis..... | 7 |
| First Aid: | 8 |
| For head injuries:..... | 8 |
| ICE PACKS:..... | 9 |
| Recording of Accidents..... | 9 |
| Existing injuries..... | 9 |
| General Recommendations: | 9 |
| Success Criteria: | 10 |
| Appendix 1 Medical Condition and Administration of Medicines | 11 |
| Appendix 2: Allergy Details..... | 12 |
| Appendix 3: Emergency Procedures | 13 |
| Appendix 4: Record of Administration of Emergency Medicines to a Student..... | 14 |
| Appendix 5: ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY FORM | 15 |
| Appendix 6 Daily Record of Administration of Medicines | 17 |

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 student medicine requirements which may be notified to teachers and school staff
- To outline procedures to deal with a pupil with a nut allergy in our school
- Safeguard school staff that are willing to administer medications
- Protect against possible litigation

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. The Administration of Medication 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.

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
- Fulfil the duty of the Board of Management Board in relation to Safety, Health & Welfare requirements
- 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) /guardians

Roles and Responsibilities:

The Board of Management has overall responsibility for overseeing the implementation of the Administration of Medicines Policy.

The Principal is the day to day manager of routines contained in the policy with the assistance of staff members. The Principal, on behalf of the Board of Management, authorises the administration of medication in the school and is obliged to inform the Board of Management annually of the number of care plans in place.

The Deputy Principal is the designated staff member with responsibility for the management of Safety, Health and Welfare inclusive of the maintenance of First Aid supplies and resources and updating staff members on the medical information/needs of pupils.

In-School Procedures:

Medical Information

All Parent(s)/Guardian(s) must notify the school of any medical needs when enrolling their child (ren) in the school to indicate any relevant health conditions. The school must be notified if the medical needs of any pupil change throughout the school year.

Parent(s)/Guardian(s) are required to;

- Provide emergency contact details
- Provide relevant medical information pertaining to their child
- Inform the school *if* any medication is required during the school day and/or agree to update the school if there is any change to their child/children's medical needs during the school year. (Appendix 1 General Medical info)
- Inform the school if any allergy is present, or becomes known during the school year, and what procedure should be followed (Appendix 2 Detailed allergy info)
- Inform the school if any special care is required in the event of an accident or an emergency (Appendix 3 Emergency procedures)

According to the information provided, parent(s)/guardian(s) are required to provide further detailed information (see Appendices) to the school.

This information is used by the relevant class and SEN teacher to prepare a medical Care Plan if required. On completion, this document is approved by parent (s)/guardian(s) and medical professional, if necessary.

The Board of Management requires parent(s)/guardian(s) to ensure that class teachers be made aware in writing of any medical condition of any child. It is the responsibility of parent(s)/guardian(s) to notify subsequent teachers.

This policy does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Guidelines for the Administration of Medicines

1. The parent(s)/guardian(s) of the pupil with medical needs must inform the school of the medical condition, giving all the necessary details of the condition in order to support the medical needs of the student appropriately in school. It must also contain written instruction of the procedure to be followed in administering the medication and procedures in the event of an accident or emergency (see Appendix 1, 2, 3 and Care Plan)

2. Parent(s)/guardian(s) must write requesting the Principal, on behalf of the Board of Management, to authorise the administration of the medication in school (Appendix 1).
3. Parent(s)/guardian(s) are responsible for ensuring that medication is supplied to the school and replenished when necessary and kept in date if relevant. Medication must be clearly labelled with the child's name, dosage instructions, and expiry date.
4. It is the sole responsibility of parents/guardians to ensure that the medication supplied is within its expiry date and safe to use. Parents/guardians must check and monitor expiry dates periodically, and replace medications as needed. The school will not administer expired medication under any circumstances. Any unused or expired medication will be returned to the parent/guardian for safe disposal.
5. Emergency medication must have exact details of how it is to be administered (Appendix 3).
6. Where necessary, depending on the medication, at the start of each school year the parent(s)/guardian(s) is to speak to their child's new teacher and SNA about the medication, demonstrate how it is to be administered and provide clear, written instructions of same.
7. A written record of the date and time of administration during the day must be kept by the person administering it (Appendix 4 * Record of Administration of Medication. This will be kept in the child's classroom in a labelled ring binder. Completed forms uploaded termly to child's profile on Aladdin by class teacher)
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 (signed by parent(s)/guardian(s) Appendix 5)
9. All correspondence related to the above are kept in the school and a digital copy uploaded to the child's Aladdin profile.
10. Photographs of all the children who have serious medical conditions will be put up in the staff room and those with life threatening allergies/conditions in the yard copy.
11. No staff member is obliged to administer medicine or drugs to a pupil and any staff member willing to do so works under the controlled medication guidelines outlined below:

Teachers have a professional duty to safeguard the safety, health and welfare of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

Prescribed medicines will only be administered after parent(s)/guardian(s) of the pupil concerned have requested the Principal, on behalf of the Board of Management to authorise a member of the teaching staff to do so (Appendix 1) Parent(s)/guardian(s) can come in to administer during the school day.

Non-prescribed medicines will be neither stored nor administered in the school. An exception to this is antihistamine which will be administered to pupils with severe seasonal allergies on request of parent(s)/guardian(s), provided that all necessary appendices have been completed.

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.

A small quantity of prescription drugs may be stored in the office if a child requires self-administering on a daily basis and parent(s)/guardian(s) have requested storage facilities (e.g. medication for anaphylaxis, diabetes, epilepsy)

Parent(s)/guardian(s) are responsible for the provision of medication and notification of change of dosage.

Prescribed Medication

Staff members in the school will only administer prescribed medication when arrangements have been put in place as outlined above. No staff member can be required to administer medicine or drugs to a pupil.

Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the designated member of staff.

A staff member must not administer any medication without the authorisation of the Principal.

The prescribed medicine must be self-administered if possible, under the supervision of an authorised staff member.

In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parent(s)/guardian(s) contacted using emergency contact details provided. Staff will follow the directions of the emergency services, in conjunction with an emergency protocol form completed by the child's consultant/doctor.

Where possible, the parent(s)/guardian(s) should arrange for the administration of prescribed medicines outside of school hours.

Long Term Health Issues

Where there are children with long-term health issues in school, it is the responsibility of the parent(s)/guardian(s) to ensure that proper and clearly understood arrangements for the administration of medicines and general health issues/guidelines are made with the school according to this policy. It should include measures such as self-administration, administration under parental/medical professional supervision, emergency protocols, or administration by school staff.

Life Threatening Conditions

Where children are suffering from life threatening conditions, parent(s)/guardian(s) /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 (Google Form - Appendix 3).

If emergency medication is necessary, arrangements must be made with the Principal, on behalf of the Board of Management. A letter of indemnity must be signed by the parent(s)/guardian(s) in respect of any liability that may arise regarding the administration of medication. (Appendix 5)

Parent(s)/guardian(s) must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example, children who are epileptic, diabetic etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parent(s)/guardian(s) /guardians outlining the child's personal details, name of medication(s), prescribed dosage, frequency, storage of the medication, whether the child is capable of self-administration and the circumstances under which the medication is to be given.

Parents in a class where there is a life threatening allergy will be informed by the class teacher and advised if there are certain foods that are prohibited in that class. Nuts and nut products are prohibited in the school.

Anaphylaxis

Information collected (Appendices 1, 2, 3) will be used in the preparation of the pupil's Anaphylaxis Action Plan.

Specific procedures for Anaphylaxis are outlined in our Anaphylaxis Guidelines.

Emergencies:

Parent(s)/guardian(s) /Guardians must take responsibility for ensuring their contact details are maintained up to date and correct at all times with the school office/on the Aladdin communications database.

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 take a child into Accident and Emergency without delay. Parent(s)/guardian(s) will be contacted simultaneously.

Where a child has an accident, which is considered serious, an ambulance will be called on 999/112. Oatlands EIRCODE: A94 KW94

Where a child has an accident, which requires medical attention and where it is safe to move the child, the parent(s)/guardian(s) /guardians will be contacted.

Failing that, the child will be taken to the hospital as soon as possible by the Principal/designated staff member. Staff in the school will continue to try and make contact with the parent(s)/guardian(s).

The school maintains, in so far as possible, an up-to-date register of contact details of all parent(s)/guardian(s) /guardians including emergency numbers.

Reminder to parent(s)/guardian(s) sent out termly to update on any new health conditions or changes to health conditions that the school should be aware of.

Parent(s)/Guardian(s) are requested to update these details in September of each new school year via Aladdin.

First Aid:

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

Pic attached.

Each teacher is provided with a First Aid bag containing antiseptic wipes, plasters, gauze, tissues, and gloves. Single use ice packs are available. Topical cream/spray is available for stings and bites.

Supplementary First Aid kits/supplies are available in the staff room (First Aid kit, Eye Wash kit, Foil blanket, Burns Kit, Biohazard kit/ PPE (Use by dates checked termly)

Cuts and grazes will be cleaned, plasters applied if necessary.

We do use plasters in our school - parent(s)/guardian(s) to inform school of any allergy

Other injuries will be assessed and treated as per staff first aid training.

Parent(s)/guardian(s) will be informed in case of need for further treatment.

For head injuries:

Staff/First Aider on yard assess the injury

In the event of the head bump/injury the designated first aid person is informed

The parent(s)/guardian(s) will be informed by Aladdin noticeboard message

Serious head injuries will be reported to parent(s)/guardian(s) by phone call through the office.

If there is impact, phone the emergency services, do not move the person/ child, offer comfort.

ICE PACKS:

Ice Packs with covers are applied for 10-15 minutes as per First Aid Training 2025, they are useful for 30 minutes for pain relief.

In the event of a serious head injury, the situation is assessed, and emergency procedures followed (Phone office 01 2887108 / red card system)

For other injuries: e.g. suspected sprains, strains, broken bones, blood injuries

Staff/First aid responder assess and may take action depending on the result of the assessment

(RULE: You shouldn't use someone else's medication however if directed by emergency services it might be appropriate to give another child's inhaler)

Defibrillator installed in the school in the foyer. This can be used by staff if / when directed to by emergency Services.

Recording of Accidents

All yard accidents are recorded (by teacher on duty) in the Yard Book. Serious accidents are recorded in the 'Incidents and Accidents Report Forms' in the Secretary's office. These must be uploaded to the child's Aladdin profile.

Existing injuries

Any child coming to school with an injury (e.g. limb in a plaster) is not permitted to take part in yard. Where feasible, the child will sit in a designated safe spot in the yard/foyer and will remain seated during yard time.

Any child coming to school with an injury (e.g. limb in a plaster) is not permitted to take part in P.E. In such instances, the child will sit in a designated safe spot or will remain in the school building under the supervision of a staff member.

General Recommendations:

Any child who shows signs of illness should be kept at home where it causes him/her discomfort and where there is a risk of spreading infection. E.g. infections, virus

All children go to the yard/field to play at break times, a child too sick to play with peers should not be in school.

In case of upset stomach/vomiting/diarrhoea, according to HSE guidelines, a child must keep away from others for at least 48 hours after they last vomited or had diarrhoea. Children must not go to childcare, crèche or school during this time to prevent the spread of this illness. Staff

who recognise these pupils coming into school the day after such a virus/bug should contact parent(s)/guardian(s) to take pupil back home as per guidelines.

(<https://www.hse.ie/eng/services/list/5/publichealth/publichealthdepts/pub/1-diarrhoea-and-vomiting-october-2023.pdf>)

If your child has a rash and does not feel well, visit the GP for advice. They can check if an infection is causing the problem. Some infections caused by viruses may need treatment. For further information see HSE Guidelines up to date link for infectious diseases

Success Criteria:

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

Compliance with Safety, Health & Welfare legislation

Maintaining a safe and caring environment for children

Positive feedback from parent(s)/guardian(s) /teachers / SNAs

Ensuring the primary responsibility for administering medicine remains with parent(s)/guardian(s) /guardians

Review

This policy and its implementation will be reviewed by the Board of Management once in every three school years, or as needed. Reference will be made to the policy in the information for new parents, of children newly enrolled child in the school.

Ratification and Communication

This policy was updated by the Board of Management in 2025.

Signed: Christy Mahally

Chairperson of Board of Management

Signed: John M. O'Donnell

Principal

Oatlands Primary School



Appendix 1 Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Mother's Name: _____

Phone: _____

Father's Name: _____

Phone: _____

Emergency Contacts

Name: _____

Phone: _____

Relationship to the Child: _____

Name: _____

Phone: _____

Relationship to the Child: _____

Child's Doctor: _____

Phone: _____

Child's Pharmacist: _____

Phone: _____

Medical Condition:

Prescription Details:

Storage details:

Dosage required:

Oatlands Primary School



Appendix 2: Allergy Details

Child's Name: _____

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Prescribed by Doctor (name): _____

Phone: _____

Dispensed by Pharmacist: _____

Phone: _____

Storage details:

Dosage required:

Administration Procedure (When, Why, How):

Please inform the school as a matter of urgency if there is a change in any of the details outlined above.

Signature 1: _____
(Parent / Guardian)

Date: _____

Signature 2: _____
(Parent / Guardian)

Date: _____

Oatlands Primary School



Appendix 3: Emergency Procedures

In the event of _____ displaying any symptoms of his/her medical difficulty, the following procedures should be followed.

Symptoms:

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____

To include:

- Dial 999/112 for emergency services.
- Contact Parents

Please inform the school as a matter of urgency if there is a change in any of the details outlined above.

Signature 1: _____
(Parent / Guardian)

Date: _____

Signature 2: _____
(Parent / Guardian)

Date: _____

Oatlands Primary School



Appendix 4: Record of Administration of Emergency Medicines to a Student

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How):

Parents Informed: Yes ☐

Signed: _____

Date: _____

Signed: _____

Date: _____

****Two staff signatures are required here at all times.**

Oatlands Primary School



Appendix 5: ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY FORM

THIS INDEMNITY made on the _____ day of _____, 20__ BETWEEN

(lawful father and mother / guardians
of _____) of

(hereinafter called "the parents") of the One Part.

AND

For and on behalf of the Board of Management of Oatlands Primary School

situate at Mount Merrion, Blackrock.

in the County of Dublin

(hereinafter called "the Board") of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of _____, a pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as _____.
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication, viz, _____.
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or such member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

- (a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the

Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or such member of staff of the said school as may be designated from time to time by the Board and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto

signed on this day and year first herein WRITTEN.

SIGNED AND SEALED by the parents in the presence of: _____

(Principal)

Date: _____

SIGNED AND SEALED by the said in the presence of:

Signature 1: _____
(Parent / Guardian)

Date: _____

Signature 2: _____
(Parent / Guardian)

Date: _____

Oatlands Primary School



Appendix 6: Daily Record of Administration of Medicines

| DATE&TIME | MEDICATION | DOSAGE | ADMINISTERED BY | WITNESSED BY |
|-----------|------------|--------|-----------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |