



# St. Patrick's Junior School

TENNIS COURT LANE, SKERRIES, CO. DUBLIN

K34 D799

Principal: Máire Ní Chróinín  
Deputy Principal: Gráinne Connolly

Roll Number: 16333Q  
RCN: 20118839

## Administration of Medicines Policy

### Introduction:

An Administration of Medicines policy has been in existence in the school since 2001. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management on 15/06/2026.

### Rationale and aims

The policy as outlined was put in place to:

- Clarify areas of responsibility
- Give clear guidance about situations where it is and is not appropriate for school staff to administer medicines
- Indicate the limitations to any requirements which may be notified to teachers and school staff
- Outline procedures to be notified of and care for pupils with severe allergies in our school
- Safeguard school staff who are willing to administer medication
- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the BoM in relation to Health and Safety requirements
- Provide a framework within which self-administration of medication to a pupil has been agreed with parents/guardians

### 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. 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.

### Roles and Responsibilities:

- The BoM 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.
- The Deputy Principal is the Safety Officer and has responsibility for the maintenance and replenishment of First Aid Boxes in the school.

### 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 medication remains with parents/guardians



Tel/Fax: 01 8490836



[admin@stps.ie](mailto:admin@stps.ie) [www.stps.ie](http://www.stps.ie)



## Procedures

- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours
- Parents whose children have special medical needs (such as a long term or potentially life threatening medical condition) are required to write to or email the school requesting the Board of Management to authorise the administration of medication to or supervision of self-medication of their child while in school where relevant and indemnifying the school against any liability that may arise in respect of any such administration or supervision of self-administration.
- Parents whose children have special medical needs are required to notify the school fully of their child's condition by completing a Healthcare Form (Appendix 1), Health Care Instructions form (Appendix 2) and Indemnity Form (Appendix 3) when enrolling their child/children in the school. These forms will be uploaded to the child's Databiz file & the medical alert on the file will be activated.
- Where an existing pupil of the school receives a diagnosis of a chronic (long term) or potentially life threatening medical condition requiring administration of medication or supervision of self-medication, parents must write to or email the Board of Management where relevant, fill the Healthcare Form, Health Care Instructions form and Indemnity Form upon diagnosis and ensure the school is notified as above.
- No teacher is obliged to administer medicine or drugs to a pupil or to supervision self-administration of medicine by a child. Any teacher willing to do so works under the guidelines detailed in this policy.
- 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.
- In authorising the school to administer medicines or supervise their administration, parents are deemed 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.
- A designated member of staff will supervise a pupil when self-administering prescribed medicines only after parents of the pupil concerned have written to the BoM via the Principal requesting the Board to authorise a member of staff to do so.
- Under no circumstances can any medicine be brought or sent to school without the express permission of the Board of Management.
- Where authorisation has been given by the Board of Management for the administration of a specific medicine, the medicines must be brought to school by the parent/guardian/designated adult and given to a designated member of staff.
- Parents/Guardians are responsible for ensuring that required medication is supplied to the school and removed and/or replaced when necessary.
- Precise details (including methodology, dosage and frequency) of how prescribed medicine is to be administered must be included with any medicine supplied.
- A written record of the date and time of administration/self-administration must be kept by the supervising/administering staff member (Appendix 4).
- Under no circumstance will non-prescribed medicines be either stored for or administered to pupils in the school. The Board will seek indemnity from parents in respect of any liability arising from such administration.
- 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. This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.
- If a child requires medication on a daily basis and the Board of Management has agreed to the parent's request for storage facilities and administration of or supervision of the self-administration of medicines, a small quantity of the required prescription drugs will be stored in an appropriate place (this may include inside a clearly labelled plastic container in the school refrigerator). In these circumstances parents are solely responsible for the provision of medication and notification to the school of any change of dosage or methodology, any such

Approved by the Board of Management on 15/06/2026.

changes to be notified in writing to the Principal and the class teacher.

- The school reserves the right to refuse to facilitate administration or supervision of self-administration of medicines at the discretion of the Board of Management.

### **Storage of Certain Medicines**

- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal.
- **Reliever inhalers:** Reliever inhalers are to be held in the drawer of the teacher's table or another easily accessible, secure location in the classroom. All reliever inhalers to be clearly labelled with the name of the person they are prescribed for.
- In the case of children in Senior Infants, First or Second class, reliever inhalers may be held in the child's schoolbag.
- **Anaphylaxis medication/Anapen etc:** this medication is to be held in the drawer of the teacher's table or another easily accessible secure location in the classroom.
- All medication to be clearly labelled with the name of the person it is prescribed for.
- The location and nature of such medication should be drawn to the attention of substitute teachers and SNAs, where relevant.
- Where a class is split, the medication must travel with the child to the classroom where s/he will be supervised for the day.

### **The following guidelines are in place with regard to pupils with anaphylaxis**

- Depending on the severity of the allergy, appropriate arrangements will be made. It is the responsibility of the parents to notify the school in writing and give the school all information regarding known triggers and the severity of the allergy.
- Parents of other children in the class are informed that a child in the class has anaphylaxis and are asked not to include the named trigger foods in lunches.
- Where another child in the class has a trigger food in his or her lunch box that child is moved in order to ensure the safety of the child with the allergy. This may include moving the child to outside the classroom door for lunch.
- Children are advised not to offer or exchange foods, sweets, lunches etc.
- Non-food triggers will be eliminated from the classroom as far as possible.
- If going off-site, appropriate medication for the allergy in question must be carried.

### **In the event the pupil comes in contact with a food which triggers an allergic reaction**

- Check instructions in respect of the pupil in question displayed in the principal's office, the secretary's office, the staffroom and the child's classroom (teacher's table or noticeboard).
- Administer 5ml Zirtec or other antihistamine immediately. It is important that the pupil be kept calm to allow him or her to breathe calmly as (s)he will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.
- Only in the event of anaphylactic shock should the pen be administered.
- Before or immediately after the pen has been administered, an ambulance **must** be called.
- Any Anapen / EpiPen administered should be handed to the ambulance crew on arrival.

### **Indicators of shock**

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

**Closest Doctor: Seamus Mulholland**

**Contact Number: 8490678**

### **Emergencies:**

- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted. Dr. Mulholland's office is closest to the school and the school will ring them to attend an emergency in the school if necessary.

Approved by the Board of Management on 15/06/2026.

- 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 (Principal Teacher, Deputy Principal while acting for the Principal or under the Principal's instructions) may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

#### **Contact Details:**

- The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated at the start of each new school year and as and when necessary during the year.
- **It is the responsibility of the parents to ensure that the school is informed of any change to contact details as soon as possible after any such change.**

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

- A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.
- A first aid box is kept outside Room Six (the classroom closest to the yard toilets) containing plasters, steri-strips, cotton wool, scissors, gloves etc. Antiseptic creams, sprays etc. are not used in the school. Cuts are cleaned with clean water and cotton wool and a plaster is applied if necessary.

#### **General Recommendations:**

- We recommend that any child who shows signs of illness should be kept at home. A child too sick to play with peers should not be in school.

#### **Ratification and Review:**

This policy was ratified by the Board of Management in 2026. It will be reviewed in the event of incidents or on the enrolment of a child or children with significant medical conditions.

Signed: V. Rev. Fr. Melvyn Mullins  
 Very Rev. Fr. Melvyn Mullins,  
 Chairperson, Board of Management.

Date: 15/6/2026.

### Appendix 1: Healthcare Form.

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

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

#### Emergency Contacts:

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

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

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

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

#### Medical Condition:

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

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

#### Storage details:

Secure location in classroom (specify): \_\_\_\_\_

Confirm Doctor's letter received: (Y/N) \_\_\_\_\_

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

Is the child to be responsible for taking the prescription him/herself (Y/N)? \_\_\_\_\_

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 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 school / 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: \_\_\_\_\_

## Appendix 2: Pupil Healthcare Instructions

|                        |  |                |  |
|------------------------|--|----------------|--|
| Pupil's Name:          |  | Date of Birth: |  |
| Medical Condition:     |  |                |  |
| Medication Prescribed: |  |                |  |
| Dosage Administered:   |  |                |  |

|                                                              |
|--------------------------------------------------------------|
| Administration/self-administration of Medication procedures: |
|                                                              |
|                                                              |
|                                                              |
|                                                              |
|                                                              |

### Emergency Procedures

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

|           |             |
|-----------|-------------|
| Symptoms: | Procedures: |
|           |             |
|           |             |
|           |             |
|           |             |

#### **To include:**

- **Dial 112 or 999 and call emergency services.**
- **Contact parent/guardian/emergency contacts**

Signed: \_\_\_\_\_  
(Parent)

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



### Appendix 3: INDEMNITY FORM (Administration of Medicines)

THIS INDEMNITY made the \_\_\_\_\_ day of 20\_\_\_\_ BETWEEN  
(lawful father and mother of \_\_\_\_\_)

Hereinafter called "The Parents of the One Part  
AND \_\_\_\_\_

For and on behalf of the Board of Management of **St. Patrick's Junior School**  
Situated at **Tennis Court Lane, Skerries (K34 D799)** In the County of DUBLIN (hereinafter called "The Board") of the Other Part.

#### WHEREAS:

1. The parents are 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 the principal of 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 set their hand and affixed their seals the day and year first herein WRITTEN.

**SIGNED AND SEALED** by the **parents:** \_\_\_\_\_

in the presence of: \_\_\_\_\_

**SIGNED AND SEALED** by the said **for the school:** \_\_\_\_\_

in the presence of \_\_\_\_\_