



Administration of medicine policy

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1 About us

Saint Joseph's Community College seeks to create an inclusive school community where values, attitudes and behaviours consistent with its core values are fostered. In partnership with parents and the wider community, it respects individual self-worth and aims to provide a safe environment in which each student may achieve his/her full potential.

We are a state, co-educational, multi-denominational school underpinned by the core values of:

- Excellence in education
- Care
- Equality
- Community
- Respect



2 Guidelines on Administration of Medicines

This policy has been prepared with reference to 'Managing Chronic Health Conditions at school – a resource pack for teachers and parents' prepared by the Asthma Society of Ireland, Diabetes Federation Ireland, Brainwave the Irish Epilepsy Association and Anaphylaxis Ireland.

3 The aims of this policy are:

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

4 Content

Students are not permitted to carry non-prescription medication in the school and such medications will be confiscated for secure retention and disposal by parents/guardians who will be contacted.

Prescription medication can only be stored/administered in the school following the submission of the written authority of the parents/guardians to the school Principal.

This authority should authorise school representatives and/or Special Needs Assistants to administer the medication and include written confirmation from a medical practitioner that the medication is such that a non-medical person may administer/supervise administration, together with confirmation of the medical dose and circumstances under which it should be given, where appropriate.

School representatives cannot be required to administer medication; however, they will be requested to volunteer, authorised to administer the medication and provided with training as required, and records of any such training will be maintained by the school.

The school reserves the right, after due consideration, to deem the authority to administer medication to be invalid in circumstances where it is inappropriate.

The authority from parents/guardians requesting administration of medicines must be accompanied by the Authority for Administration of Medication – Information and Consent Form (see Appendix 1), summarising essential information to inform training of staff and safe administration of the medication.

Parents/guardians will also be asked to provide a signed Indemnity Form (see Appendix 2).

Where a student may require medication, a minimum of three staff representatives who are willing to administer this will be identified to ensure cover during sick leave, course days, etc. and inform contingency planning.

Parents/guardians will be informed of staff representatives who are authorised to administer medication. Alternative options will be discussed with the student's parents/guardians in circumstances of unavailability.

If it is agreed that the medication can be stored and administered in the school, it will usually be stored in a locked cupboard in the school office. However, where this should pose a hazard (e.g. inhalers or adrenaline auto injector, which may be required urgently), it will be securely stored in a sealed, transparent, unbreakable container labelled with the student's name, expiry date, dosage, circumstances under which it should be administered and consent of the parent/guardian to self-administration as, where possible, medication should be self-administered by the student under adult supervision.

It is the responsibility of the parents/guardians to ensure that an adequate supply of medication is in stock and that it 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 it to the pharmacy).

A change in medication and/or dosage will require immediate submission of an updated request form to be submitted as outlined above. All changes should be in writing and accompanied by a new consent form so that a current date is included on file. 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.

A record of all medication administered in the school will be maintained. When medication is administered by school representatives to treat an emergency (e.g. allergic reaction, asthma attack, seizure, hypoglycaemia, etc.), parents/ guardians will be notified by telephone. Under certain circumstances, it may be appropriate for an older student to retain medication in their own possession and take responsibility, with the consent of their parent/guardian, for self-medication, and they should engage at all times with the Principal and administrators with regard to any issues identified, failing which, they cannot expect the Authority granted to be of any effect.

5 Monitoring and evaluation

The implementation of this policy will be reviewed periodically. A review will be undertaken if:

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

6 Implementation

The date from which the Policy will apply is 31st March 2025, which is the date of adoption by the Board of Management, Saint Joseph's Community College.

Signed: _____

Bernadette Rowland
Chairperson of BOM

Signed: _____

John Bones
Secretary of BOM

7 Appendix 1

Authority for Administration of Medication

For the administration of medication to students under 18 years to be signed by a parent/guardian.

Student's name:	
Date of birth:	
Name of medication:	
Dosage:	

Condition for which medication is required:	
Under what circumstances medication should be given to the student at school/college?	
Other medication being taken:	

I consent to the student's self-administration of this medication:	Yes	No
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GP'S Name:	Phone Number:
1st emergency contact:	Mobile:
2nd emergency contact:	Mobile:

I authorise administration/supervision of medication by school staff in dosage of _____ to _____ the student identified above under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school/college representatives and medical personnel as necessary. I also consent to the disclosure of this information to appropriate medical practitioner/s, e.g. in an emergency, and to relevant insurers as per Mayo, Sligo and Leitrim ETB's Data Protection Policies and Privacy Notices.

Signed: _____
(Parent's Signature)

Date: _____

Print name: _____

Signed: _____
(Parent's Signature)

Date: _____

8 Appendix 2

Administration of Medicines in Schools/Colleges – Indemnity Form

THIS INDEMNITY made the DAY/ MONTH/ YEAR BETWEEN

_____ (lawful father and
mother/guardians of) _____ (hereinafter
called 'the parent/guardians' of) the One Part) AND for and on behalf of Saint Joseph's
Community College situated at Lowpark, Charlestown, Co. Mayo hereinafter called 'the
Board') of the Other Part.

WHEREAS:

1. The parents/guardians are respectively the lawful father and mother or guardians of
_____ a student of Saint Joseph's
Community College.
2. The student presents on an ongoing basis with the condition known as

3. The student may, while attending the said educational institution, require in
emergency circumstances the administration of medication, viz

4. The parents/guardians have authorised administration of the said medication, in
emergency circumstances, by the said school representatives as may from time to
time be available.

NOW IT IS HEREBY AGREED by and between the parents/guardians hereto as follows:

In consideration of the Board entering into the within Agreement, the lawful parents/guardians of the said student HEREBY ACKNOWLEDGE that the Board, its servants and agents including without prejudice to the generality the said Principal/course coordinator, staff, and students of the said school can only endeavour to act in accordance with the extent to which they are informed and AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said Principal, staff, and students of the said school from and against all claims, both present and future, arising from any accidental act or omission arising in the course of the administration or failure to administer the said medicines.

Signed: _____

PARENTS SIGNATURE

Student Name: _____

***ATTACH PRIVACY NOTICE FOR STUDENTS / PARENTS TO FORMS - AVAILABLE AT:**

<http://mayosligoleitrim.etb.ie/wp-content/uploads/sites/22/2018/06/MSLETB-Privacy-Notice-students-and-parents-or-guardians.pdf>