



Coláiste
Bhaile Chláir

Policy and Procedure for the Administration of Medicines

Adopted by BOM 29 September 2026

INTRODUCTION

This policy has been formulated by Coláiste Bhaile Chláir in conjunction with Irish Public Bodies Insurance. 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 and IPB Insurance Risk Management Guidance on Managing Students with Medical Conditions and Disabilities (2013).

SCOPE

This policy applies to requests from parents/guardians to administer or supervise the administration of routine medication to children suffering from chronic medical conditions as well as the administration of emergency medication e.g. in the case of allergic reactions.

For the purpose of these procedures, a 'child' means anyone who is under 18 years of age. In Ireland, the Child Care Act, 1991 defines a child as any person under the age of 18 years, excluding a person who is or who has been married.

There may be circumstances where we are requested to administer or supervise the administration of medication to Vulnerable Adults. For the purposes of this policy, a Vulnerable Adult means a person aged 18 or older who, because of mental or other disability, age or illness, is or may be unable to take care of him or herself, or unable to protect him or herself against 'significant harm' or 'exploitation'. Readers should note that where 'child' is referred to in this policy the reference may also apply to vulnerable adults.

AIM

The aims of this policy are:

- To meet the needs of children 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.

RATIONALE AND BACKGROUND

Coláiste Bhaile Chláir has a duty to safeguard the health and safety of children while engaged in school and on school activities. The Board, its servants and agents including without prejudice to the generality the said Principal, staff, and students of the said school (hereinafter defined as 'school representatives') are not obliged to personally undertake the administration of medications, however, Garda Vetted school representatives may, upon authorisation by parents/guardians of the child and at their own discretion and on the basis that it is accepted by authorising parents/guardians that they will not be held liable for any accidental act or omission arising in the course of authorised administration, agree to administer certain medicines or procedures. This will be arranged formally in writing on a case-by-case basis and following the conduct of a risk assessment which will be documented in writing and retained on the child's file. It is school policy that children who are acutely ill should not attend classes until the illness has been resolved.

In the event of a child becoming acutely ill during a school day, parents/guardians or emergency contacts will be notified to bring them home to recuperate. In emergency situations, qualified medical help will be obtained, or the child will be brought to the local emergency department at the earliest opportunity, and provision for administration of medication for acute illness in school is not deemed appropriate to this. 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 school hours in order that administration of medication at school is kept to a minimum. When administration of medication is required to facilitate a fully inclusive environment, every effort will be made to accommodate children's needs in line with the provisions below, subject to the school's discretion to vary arrangements as deemed appropriate and to act in the interests of all stakeholders.

PROCEDURE

Non-prescription medication will not be stored or administered in the school. Students are not permitted to carry non-prescription medication in 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 Principal. This should authorise teachers 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 when it should be given. 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 in accordance with IPB's Managing Educational Risk for Students with Medical Conditions or Disabilities Policy. 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 “Request for Administration of Medication – Information and Consent” form (see appendix 1), Summarising essential information to inform training of school representatives and safe administration of the medication. This form should include the following non-exhaustive list of pertinent information: the child’s name, date of birth, weight, name and expiry date of medication, condition for which medication is required, other medication the child takes regularly outside school, allergies, medication dosage, circumstances under which it should be administered, ability of child to self-administer the medication and consent of the parent/guardian to self-administration and emergency contact information.

Consent concerning the need for medication administration to be shared with school representatives, relevant insurers and medical practitioners is also included as disclosure of this information may be of relevance if medical assistance is required for the child. Parents/Guardians will also be asked to provide a signed indemnity form (see Appendix 2). Where a child may require medication, ideally a minimum of three school representatives (often but not always including the class teacher) 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 school representatives who are authorised to administer medication and alternative options will be discussed with the child’s Parents/Guardians in circumstances of unavailability. See the attached IPB Insurance Risk Management Guidance on Managing Students with Medical Conditions and Disabilities (2013).

If it is authorised and accepted that the medication can be stored and administered in school, it will be stored in a secure location, usually in a locked cupboard in the school office, where access can only be obtained by a responsible adult e.g. teacher, etc. However, where this should pose a hazard (e.g. inhalers or adrenaline autoinjector which may be required urgently) it will be securely stored in a sealed, transparent, unbreakable container labelled with the child’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 or authorisation of administration and accessible by (means of accessing via ‘unbreakable’ container to be specified). It may be appropriate for a student to carry emergency medication with the permission of the parent/guardian and Principal.

It is the responsibility of the Parents/Guardians to ensure that an adequate supply of medication is in stock, and it has not passed its expiry date. If medication passes its expiry date without being used, the child’s Parents/Guardians will take responsibility for its safe disposal (usually by returning to the pharmacy). It may be necessary to store medication in a controlled temperature environment of 4°C in a refrigerator; therefore, there is a need to consider how this will be managed as medications

should be stored separately to food and other items. The refrigerator should be locked to avoid interference/tampering with the medication/s.

A change in medication and/or dosage will require immediate submission of a new updated “Request for Administration of Medication – Information and Consent” form. 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 written record of all medication administered in the school will be maintained in the school. When medication is administered by school representatives to treat an emergency (allergic reaction, asthma attack, seizure, hypoglycaemia, etc.), parents/guardians will be notified by telephone and thereafter in writing. Under certain circumstances, it may be appropriate for an older child to retain medication in their own possession and take responsibility with the consent of their parent/guardian for self-administration (e.g.: an older child who would normally carry and use their own inhaler (the child may be encouraged and facilitated in managing their own condition with the support of parents/guardians/educators/healthcare professionals etc.). A written authority to the principal together with the documentation outlined above is still required, however, the school will not maintain a record of medication use in circumstances where it is in the control and possession of the child as school representatives will have no involvement in respect thereof and cannot account for loss or misuse thereof. When consensual self-administration is routine (e.g. bronchodilator pre-PE in a child with exercise induced asthma) and witnessed by school representatives, a note will be placed in the child’s school journal with responsibility for monitoring same resting with the Parents’/Guardians’.

Prescribed medication will only be administered to the child for whom it has been prescribed, in line with current legislation.

Arrangements for administration of medication to each student will be reviewed, at least annually, and the school reserves the right to vary same at its discretion and in the interests of all stakeholders, with notification of any such variation in arrangements to issue forthwith the parents/guardians. Please note that all prescribed medications must be prescribed in writing by a medical practitioner or nurse or midwife prescribed every six months therefore authorisation for an employee of Coláiste Bhaile Chláir should be provided by the prescriber on a six-monthly basis.

RELATIONSHIP TO OTHER SCHOOL POLICIES AND PROCEDURES

The Administration of Medication Policy should be read in conjunction with other relevant policies e.g. Health and Safety Policy, Child Protection Policy, Additional Educational Needs Policy.

IMPLEMENTATION

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

Where employees may be authorised to administer medication in an emergency situation, then the employees should receive appropriate training in the administration of such medications and records of such training will be maintained in accordance with IPB's Managing Educational Risk for Students with Medical Conditions or Disabilities Policy.

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 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.

The Principal will audit the medication books at least once a term to ensure that the actual administration of medication complies with the information on the "Request for Administration of Medication – Information and Consent" form. Identified discrepancies will be addressed to Parents/Guardians with whom responsibility for arranging assessment of their clinical relevance (if any) by a physician will rest.

TIMEFRAME FOR IMPLEMENTATION

This policy will be implemented during the 2025/2026 Academic Year.

TIMEFRAME FOR REVIEW

This policy will be reviewed annually.

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 student or any other member of the school community undue distress.
- There is a change in legislation, advice or guidance from the Department of Education and Skills, the Department of Health and Children or other statutory body, Support Agencies/Associations/Societies for sufferers of relevant chronic medical conditions, Insurance Company, professional or legal advice.

The policy will be communicated to all school representatives and issued to Parents/Guardians, and it will be published on the school website.

APPENDIX 1



Coláiste
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AUTHORITY FOR ADMINISTRATION OF MEDICATION – INFORMATION & CONSENT

Child's name: _____ Date of birth: _____ Weight: _____

Name of medication: _____ Dosage: _____

Condition for which medication is required: _____

Under what circumstances should medication be given to the child at school?

Route/method of administration: _____

Frequency of medication: _____

Specific Storage requirements: _____

Known allergies: _____

Other medication being taken: _____

Any other relevant information: _____

I consent to the child's self-administration of this medication YES / NO

GP name: _____ Phone no: _____

1st Emergency contact: _____ Mobile no: _____

2nd Emergency contact: _____ Mobile no: _____

I authorise administration/supervision of administration by school representatives of:

_____, in dosage of: _____, to
_____ the child identified above under the circumstances
outlined above.

I understand that information about my child's medical condition and treatment will be shared with school representatives and medical personnel as necessary. I also consent to the disclosure of this information to appropriate medical practitioners and relevant insurers as required.

Signed: _____ (Parent/Guardian) Date: _____

Print name: _____

APPENDIX 2



Coláiste
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ADMINISTRATION OF MEDICINES IN SCHOOLS – INDEMNITY FORM

THIS INDEMNITY is made this ____ day of _____ 20 ____

BETWEEN

Name of Parent(s)/Guardian(s): _____

Address: _____

(hereinafter referred to as 'the Parent(s)/Guardian(s)')

AND

Board of Management of **Coláiste Bhaile Chláir**,

Address: _____

(hereinafter referred to as 'the Board')

WHEREAS:

Student Name: _____

Date of Birth: _____ Class/Year: _____

2. The pupil suffers from the following medical condition: _____

3. The pupil requires the administration of the following prescribed medication while attending school:

Medication Name: _____ Dose: _____ Route: _____

Time(s): _____

Storage Requirements / Location in School: _____

4. The Parent(s)/Guardian(s) request that the medication be administered by the pupil's teacher and/or another designated member of staff as approved by the Board.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. The Parent(s)/Guardian(s) authorise the designated staff member(s) of the school to administer the medication as outlined in the child's medical management plan (attached).
2. The Parent(s)/Guardian(s) confirm that they have supplied medication that is in date, in original packaging, and clearly labelled with the child's name, dosage, and instructions.
3. The Parent(s)/Guardian(s) agree to inform the school immediately, in writing, of any change to the pupil's condition, medication, dosage, or administration times, and to replace medication prior to its expiry date.
4. In consideration of the Board agreeing to the administration of medication, the Parent(s)/Guardian(s) HEREBY INDEMNIFY and keep indemnified the Board, its servants and agents – including teachers, SNAs, and the Principal – from and against all claims, present or future, arising from the administration or failure to administer the said medication, provided reasonable care has been taken.
5. The Parent(s)/Guardian(s) acknowledge that staff are not medical practitioners and that the administration of medication is undertaken on a voluntary, good-faith basis by designated staff as authorised by the Board.
6. This indemnity shall remain in force for the school year indicated below and must be renewed annually or sooner if circumstances change.

Attachments:

- A. Authority for Administration of medication – Information and Consent (signed by Parent/Guardian)
- B. Prescriber's instruction (if applicable)
- C. Photo of pupil (optional, for identification)

SIGNED:

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

On behalf of the Board of Management:

Name: _____ Role: _____

Signature: _____ Date: _____

School Year to which this Indemnity applies: 20____ / 20____

APPENDIX 3

Administration of Medications – Detailed Information for school representatives General

record keeping

- All forms and letters concerning administration of medication will be stored in the Principal's office, in each student's confidential file. These records are stored in compliance with relevant data protection legislation.
- When 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 and it will be necessary for the dosage container to be updated in accordance with the contents of this communication.
- Any handwritten notes made on a "Request for Administration of Medication – Information and Consent" form to update it in line with written information provided by Parents/Guardians will be initialed and dated and otherwise inadmissible as insufficiently reliable.
- 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 and it will have the new one affixed over it.

Records of Medication Administration

- A Medication book will be maintained in the office and any classroom where medication is securely maintained (e.g.: inhalers or adrenaline autoinjector which may be required urgently). When medication is administered an entry will be made (one entry per page) detailing the date and time, name of child, medication and dose administered, reason for administration and the signature of the administrator and a copy will be stapled in the child's school journal.

APPENDIX 4



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WRITTEN RECORD OF MEDICATION ADMINISTERED IN SCHOOL

Student Name: _____ **Date of Birth:** _____ **Class/Year:** _____

Medical Condition: _____ **Medication Name:** _____

[illegible]

APPENDIX 5

IPB Insurance Risk Management Guidance on Managing Students with Medical Conditions and Disabilities (2013).

Summary of IPB Insurance Risk Management Guidance on Managing Students with Medical Conditions and Disabilities (2013)

For Inclusion in CBC Administration of Medication & Medical Needs Policies

1. Introduction

The IPB Insurance Risk Management Guidance on Managing Students with Medical Conditions and Disabilities (2013) provides a national risk-management framework used by many Irish schools and ETBs when creating policies for managing students with chronic illness, disabilities, and medical needs. CBC adopts these principles as part of its duty of care to provide a safe environment for all students with medical needs.

2. Core Aims of Guidance

2.1 Safeguard student health and safety.

Schools have a duty to protect students while engaged in school activities, particularly those requiring ongoing or emergency medication.

2.2 Ensure best practice and legal compliance.

Schools must meet the needs of children requiring essential medication, aligning with legislation and recognised health-care guidelines.

2.3 Provide clear systems for staff involvement.

Policies must outline how staff can engage safely in medication administration and chronic health management, recognising that they are not medical practitioners.

2.4 Standardise risk-management processes.

Adopt a systems-based approach to governance, risk registers, and standardised controls for medical needs management.

3. Key Components of the Risk-Management Approach

3.1 Student Medical Information & Healthcare Plans

Maintain detailed written records for all relevant students, including diagnosis, symptoms, emergency procedures, required medication, parental/guardian instructions, and an agreed Healthcare/Medical Management Plan.

3.2 Individual Risk Assessment

Complete an individual risk assessment for each student with chronic medical needs, covering condition-specific risks, medication-related risks, and controls (storage, training, access). Update when needs change.

3.3 Parental Responsibilities

Parents/guardians provide accurate medical details; supply medication in original, labelled packaging; ensure it is in date; provide written instructions and consent; and notify the school promptly of any changes.

3.4 Staff Responsibilities & Training

Staff participation is voluntary. Only designated, authorised staff administer medication, having received appropriate instruction. Ensure cover arrangements when authorised staff are absent.

3.5 Emergency Response Preparedness

Develop clear emergency plans for each relevant condition; train staff; ensure emergency medications are accessible and correctly stored; clarify what staff may and may not do; and co-develop plans with parents.

3.6 Communication, Confidentiality & Data Protection

Share essential information with relevant staff while protecting student confidentiality. Maintain secure medical files and review records at least annually.

3.7 Storage, Access & Medication Management

Store medication securely yet ensure rapid emergency access. Keep items clearly labelled, monitor expiry dates, and follow written parental instructions for storage and administration.

3.8 Record-Keeping Requirements

Maintain accurate written logs of all medication administered (date, time, dose, staff signature), including refusals, missed doses, and adverse incidents. Retain records securely.

4. Application of Guidance at Coláiste Bhaile Chláir

4.1 Administrative Structure

Appoint a Medical Needs Coordinator; identify designated staff; ensure training and cover; and establish review timelines.

4.2 Standardised CBC Forms

Medical Information & Consent Form; Healthcare/Medical Management Plan; Indemnity Form; Medication Administration Log; and Emergency Action Plan.

4.3 Risk-Management Controls

Conduct and document individual risk assessments; implement safe storage and access protocols; and complete annual reviews or updates when circumstances change.

4.4 Ethos: Safety, Inclusion & Care

Support full participation of students with chronic illness; promote consistent procedures across staff; and ensure compliance with legal and insurer expectations.

5. Conclusion

This summary consolidates the principles of the IPB Insurance Risk Management Guidance (2013) as reflected in ETB and school policies nationwide. These principles provide a robust, legally sound, and student-centred foundation for CBC's medical needs policy.

APPENDIX 6

Check for administration of medication		
1.	Written submission by parents/guardians <u>"Request for Administration of Medication – Information and Consent" form</u>	
2.	Letter needed from medical practitioner with written confirmation of dosage, time of day and any instructions for its administration.	
3.	Parents/Guardians will also be asked to provide a <u>signed indemnity form</u>	
4.	Staff representative requested to volunteer and administer medication. Provided with training where necessary.	
5.	Stored in secure location – if easy access needed store in a clear container – labelled correctly.	
6.	Disposal – responsibility of parent/guardians	
7.	Change in dose - new updated "Request for Administration of Medication – Information and Consent" form needed.	
8.	Written record of all medication administered in school to be maintained in the school. In case of medication administered in the case of emergency – parents/guardians contacted.	
9.	Review at least annually.	