Updated ADMINISTRATION OF MEDICATION POLICY
for
Scoil Mhuire na nGrást, Béal Guala
(Updated & Ratified by the BoM on 18/10/2010. Reviewed & Revised by the BoM on 18/08/2020 & 06/10/2026)

This policy is formulated in accordance with guidelines issued by the Primary Schools' Managerial Bodies and the Irish National Teachers' Organisation.

Introduction

While the Board of Management 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 teachers to personally undertake the administration of medication. They may, at their own discretion, agree to administer certain medicines or procedures. This will be arranged on a case-by-case basis. It is school policy that children who are acutely ill should not attend school until the illness has receded. In the event of a child becoming acutely ill during the course of the school day, parents or emergency contacts will be notified to bring the child home to recuperate.

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. Administration of medication at school should be kept to a minimum.

The Board of Management requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

The Aims of this policy are:

- To ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice.
- To ensure compliance with relevant legislation.
- To protect staff by ensuring that any involvement in medication administration complies with best practice guidelines.

Medication in this policy refers to medicines, ointments, tablets, sprays, inhalers, insulin and EpiPens.

Policy Content:

1. **Procedure to be followed by parents who require the administration of medication for their children or who want their child to self-administer insulin or any such drug.**

    - The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
    - Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. (see Appendix 1)
    - Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply is available.
    - Parents are further required to indemnify the Board and authorised members of staff, in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board will inform the school's insurers accordingly.
    - 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.

- Where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

2. Procedures to be followed by the Board of Management

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil, The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine
- The Board shall inform the school insurers accordingly.
- The Board shall make arrangements for the safe storage of medication and procedures for the administration of medication, in the event of the authorised staff member's absence.

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines, in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication/monitoring self-administration to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept. (c/f Appendix 2)
- In emergency situations, staff should do no more than is obviously 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.
- Parents should be contacted should any questions or emergencies arise.

Appendices……..enclosed

Appendix 1- Form 1, Request to BOM form for parents.
Appendix 1- BOM Letter to Parents (if any of our Staff volunteer to administer/monitor)
Appendix 1: Form 2, BOM letter to doctor (if needed)
Appendix 2: Medication Chart Record (to be used by staff)

Ratification & Communication

This policy was reviewed ratified by the Board of Management of Scoil Mhuire na nGrást, Belgooly at a meeting held on Tuesday, 06 October 2026. It will be brought to the attention of the school community and available for viewing on the school's website.

Signed:



Chairperson, Board of Management Date: 06/10/2026

Appendix 1 - Form 1

Administration of Medication to Students

Request to Board of Management of Belgooly Central School.

1. I / We, the parents / guardians of ……..ask the Board of Management of *Belgooly Central School* to allow a member of staff to give medication to my child, ……
2. I enclose a letter from Dr. …….. Stating:

(a) Why the medication is needed

(b) Name of medication

(c) Time the medication should be administered

(d) Dosage to be administered

3. Should there be any change in medication, I/we will write to the Board of Management before this change takes place to notify them of same
4. I /We understand that the school's insurers will be notified of this arrangement
5. I/We indemnify the Board of Management in respect of any liability that may arise regarding the administration of the medication.

Signed: …… Signed: ……

Parent / Guardian Parent / Guardian

Date: …… Date: ……

Appendix 1 – BOM Letter to Parents

Scoil Mhuire na nGrást,
Béal Guala,
Co. Corcaigh.

Priomh-Oide : Diarmuid Hennessy
Fón : 021-4770712
Fax : 021-4770712

Belgooly Central School,
Co. Cork.
email : belgoolyns@gmail.com

Dear Parents/Guardians,

As the number of students receiving medication during school hours has increased, we have had to revise our policy and protocol for the administration of medication.
As you are aware, we do not have any trained medical personnel on staff. Some members of our staff have kindly volunteered to administer necessary medication to some students, with the approval of the Board of Management. We need to have full details of how this should be done.
Please have your doctor complete the attached Form 2 to give us full details of the medication prescribed for your child. It is also necessary to complete Form 1 seeking permission to administer the medication in school.
It is important to note that:

- Only medication that is administered by inhalation, orally or EpiPen will be administered at school
- Any changes in instructions should be notified in writing to the school
- Parents are asked to ensure the safe delivery of medication to school staff directly. Please do not ask children to carry or deliver medication without discussing this with the Principal/Deputy Principal
- It is the responsibility of the parents to ensure the continuing supply of medication
- It is the responsibility of the parents to ensure that medicine remains within date and, on expiry, to replenish supplies
- Any medicines remaining at the end of the school year will be returned to parents

If you have any queries in relation to this matter, please do not hesitate to contact us.

Yours Sincerely



_____

Principal

Appendix 1 - Form 2

Administration of Medication to Students

Scoil Mhuire na nGrást,
Béal Guala,
Co. Corcaigh.

Priomh-Oide: Diarmuid Hennessy
Fón : 021-4770712

Belgooly Central School,
Co. Cork.

email : belgoolyns@gmail.com

Dear Doctor,

The Board of Management of *Belgooly Central School* requests that important information, detailed below, relating to medication which is administered to _____ during school hours, be furnished to the school.
The parents /guardians of …… have been asked to return this information to the school and to advise us of any changes to this regime in the future.

Name of Student: ……

Name of Medication: ……

Why is this medication required:

……

Time medication should be administered: …….

Dosage to be administered: ……

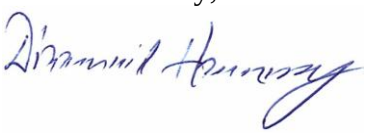
Additional Information (e.g. to be taken after meals,

etc.)…….

Signed: …… Date: ……

Many thanks for your co-operation in this matter.

Yours Sincerely,



_____
Principal

Appendix 2 - **Medication Chart Record**

(to be used to monitor administration of medicine.)

Medication Chart for _____ School Year: _____

Date	Drug	Dosage	Time	Signed

Signed: ……