



Meánscoil Iognáid Rís

Administration of Medicines and First Aid Policy

Amended by

The Board of Management on

06/12/2022

This policy is a living document and subject to ongoing review.

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1. Scope of Policy

While the Board of Management has a duty to safeguard the health and safety of pupils and staff when they are engaged in authorised school activities, this does not

imply a duty upon teaching or administrative staff to personally undertake the administration of medication.

As a general rule, teachers should not be involved in the administration of medication to children. However, the school may have pupils who at some time need to take medication during school hours. Often this will merely entail a pupil who is finishing a short course of treatment; however, some pupils may have a need for a different type of medication. This would include pupils with conditions such as asthma, epilepsy, diabetes, or pupils who have an anaphylactic reaction to food or other natural antigens.

In these situations, some medication will be preventative whereas some will be more in the form of emergency treatment. Some pupils, particularly those with special needs, may require regular medication.

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 Board of Management also requests staff to ensure that management are made aware in writing of any medical condition suffered by them. This information should be provided upon commencement of employment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets, and sprays administered by mouth and automatic injection devices (e.g., Anapen) used in cases of anaphylaxis.

2. Mission Statement

Meánscoil Iognáid Rís, Drimnagh Castle operates within the context of the Edmund Rice Schools Trust (ERST) Charter. The legacy of Edmund Rice, founder of the Christian Brothers, challenges our school to be inclusive and to be especially mindful of the disadvantaged. It challenges our school to focus on the importance of a values-based, Christian education in the Catholic tradition. The school embraces the vision of promoting in its pupils full personal and social development in a caring Christian community of learning and teaching. It subscribes to a holistic vision of education, which is expressed in the following five key principles:

- Nurturing faith, Christian spirituality, and Gospel-based values.
- Promoting partnership.
- Excelling in teaching and learning.
- Creating a caring school community.
- Inspiring transformational leadership.

This policy is in keeping with the school ethos through the provision of a safe, secure, and caring school environment. It is within this context that the policy on the Administration of Medicines and First Aid was devised in consultation with all partners of our school community.

3. Rationale

This policy has been devised to fulfil the legal and moral duty of the Board of Management of Meánscoil Iognáid Rís, Drimnagh Castle Secondary School in relation to health and safety requirements as outlined in the Safety, Health and Welfare at Work Act 2005 and the Revised 2010 Guidelines on Managing Safety, Health and Welfare in Post-Primary Schools, to comply with the school's insurance policy and to align with best practice.

The policy, as outlined, was put in place to:

- Clarify areas of responsibility for staff, students, and parents.
- Give clear guidance about situations where it is not appropriate to administer medicines.
- Indicate the limitations for any requirements, which may be notified to teachers and school staff.
- Outline procedures to deal with a pupil with a nut allergy in the school.
- Safeguard school staff who are willing to administer medication.
- Align with best practice.

4. Aims

- To devise, outline, and implement clear procedures for the administration of medicine and first aid.
- To provide clear guidelines on the respective roles and responsibilities of all students, staff, management, and parents in relation to the administration of medicines and first aid.
- To provide education and training for staff regarding first aid and the use of defibrillators.
- To provide for the coordination of first aid under the role of the Safety Officer.
- To outline the secure storage of medical information, and to document how this information can be accessed and by whom.
- To minimise health risks to students and staff on the school premises.
- To provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians.

5. General Procedures

- Parents are required to complete a section on health/medication in the application form when enrolling their child in the school. Parents should update the Principal if there is any significant deterioration in the child's condition that makes an emergency type situation more likely.
- Parents/guardians are to inform the school immediately if a pupil develops a medical condition during the school year which has not been previously disclosed to the school.

- Parents/Guardians are required to inform the Principal if a student has been diagnosed with a medical condition that could impact on his education while enrolled in the school.
- The Board of Management requests that parents/guardians ensure that teachers and those involved in extracurricular activities be made aware in writing of any medical condition suffered by any student in their class.
- This does not imply a duty upon teachers to personally undertake the administration of medicine or drugs.
- In general, medicines will be administered by parents/guardians outside of school hours.
- Staff have a professional duty to safeguard the health and safety of students, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- The Board of Management reserves the right, after due consideration, and in extreme circumstances, to refuse a request to administer medicine.

6. Long-Term Medical Conditions

When there are students with long-term health conditions, properly and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of parents/guardians. It would include measures such as self-administration, administration under parental supervision, or administration by school staff. If a student requires self-administration on a daily basis and parents/guardians have requested storage facilities, they must request in writing for such facilities and are responsible for the provision of medication and notification.

7. Life-Threatening Condition(s)

Where students are suffering from life-threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency, with particular reference to what may be a risk to the child (**Appendix 3**). If emergency medication is necessary, arrangements must be made with the Board of Management. (**Appendix 5**). A letter of indemnity must be signed by the parents/guardians in respect of any liability that may arise regarding the administration of medication. (**Appendix 7**)

8. Nut Allergy

The following guidelines are in place regarding students with a nut allergy:

- Staff dealing with the student should not knowingly eat nuts or any item with nut traces.
- Advise that other students do not offer or exchange foods, sweets, lunches etc.
- Correct EpiPens and suitable medication must be carried if the student is going off-site.

If a student comes in contact with peanuts:

- Only in the event of anaphylactic shock should the EpiPen be administered.
- It is considered best practice that two EpiPens are made available in the case of anaphylaxis, one should be with the student at all times and the second one should be stored in the SNA room.
- Before or immediately after the pen has been administered, an ambulance must be called.
- Immediately after the pen has been administered, the student's parents should be contacted.

Indicators of shock include:

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

9. Emergencies

- In the event of an emergency, staff 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 student into Accident and Emergency without delay. Parents/guardians will be contacted simultaneously.
- In addition, parents must ensure that staff members are made aware in writing of any medical condition which their child is suffering from. For example, children who have epilepsy, diabetes etc., may have a seizure at any time and staff must be made aware of symptoms to ensure that they receive appropriate treatment.
- Written details are required from parents/guardians outlining their child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration, and the circumstances under which the medication is to be given.
- Parents should also clearly outline proper procedures for children who require medication for life-threatening conditions.
- The school maintains an up-to-date register of contact details of all parents/guardians, including emergency telephone numbers. This is updated in September of each new school year. It is the responsibility of parents/guardians to notify the school immediately if the emergency number has been changed.

10. First Aid

- The Board of Management has facilitated the training of several staff members in first aid and in the use of defibrillators in compliance with the

demands of legislation and their names are clearly displayed in the staffroom.
(Appendix 9)

- Written records of the dates of all first-aid training, including refresher training, should be kept by the Principal and made available to the Health and Safety Authority upon request.
- There are a number of fully stocked first-aid kits and two defibrillators on the school premises and their location is clearly displayed in the staffroom.
(Appendix 10)
- Staff should refer to the information on first aid and must observe the personnel qualified in first aid and the use of defibrillators.
- A full medical kit is taken when students are engaged in out-of-school sports activities and tours.
- The Safety Officer will ensure that the contents of the first-aid boxes are replenished as necessary and will also ensure that appropriate checks are carried out on the defibrillators.
- Written records of accidents and ensuing treatment are maintained and stored securely by the Principal **(Appendix 8)**

11. Storage of Medicines

Where possible, the parents/guardians should arrange for the administration of prescribed medicine(s) outside of school hours.

- Non-prescribed medicine(s) will neither be stored nor administered to students in school.
- It is not recommended that students keep medications in bags, coats etc. However, there will be exceptions; for instance certain medications, such as inhalers used by asthmatic pupils must be readily accessible at all times of the school day.
- Where there is no feasible alternative to the school administering the medicine, these medicine(s) are kept in a locked cupboard in the Principal's office/ SNA room or kept in a sealed container which is clearly marked. They must not be kept in the first-aid box. When they are needed, the medicines shall be reasonably accessible. Security and accessibility are equally important when medicines are taken on school trips. Some medicines, such as insulin, may need to be kept in a refrigerator.
- Arrangements for the storage of certain emergency medicines, which must be always readily accessible, must be made with the Principal and communicated to staff.

12. Roles and Responsibilities

Role of the Board of Management

- To ensure that a policy is in place and that it is reviewed as specified.

- To support staff in the implementation of this policy, including up-to-date staff development/training.
- To appraise this policy regarding its suitability and the effectiveness of its implementation, and make recommendations for improvement where appropriate.
- The Board of Management has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication.
- The Board of Management reserves the right, after due consideration, and in extreme circumstances, to refuse a request to administer medicine.

Role of the Principal/Deputy Principal

- To formulate a draft policy in consultation with the teaching staff, students, parents, Board of Management, and Trustees.
- To monitor the implementation of the policy and to ensure that it is reviewed as specified.
- To support other staff in their implementation of the policy and arrange relevant staff training.
- To liaise with parents.
- To appraise this policy regarding its suitability and the effectiveness of its implementation and make recommendations for improvement where appropriate.
- The principal is the day-to-day manager of routines contained in the policy, with the assistance of all staff members.

Role of the Safety Officer

- To maintain and replenish first-aid boxes.
- To ensure that the AEDs are checked regularly.
- To clearly display the location of first-aid boxes and defibrillators.
- To clearly display a list of staff qualified in first aid.

Role of Students

- To cooperate fully with the implementation of this policy.

Role of Parents

- To support this policy and to cooperate fully with the school in its implementation.
- To appraise this policy regarding its suitability and the effectiveness of its implementation and make recommendations for improvement where appropriate.

13. Procedures

Procedure to be followed by parents who require the administration of medication for their children

- A pupil who is sick and clearly unwell should not be in school. In such circumstances the Principal is within his / her rights to ask the parents to keep the pupil at home.
- Where possible, the parents should arrange for the administration of prescribed medicine(s) outside of school hours.
- 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. **(Appendices 3 and 4)**
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a designated staff member and for ensuring that an adequate supply is available.
- Parents must ensure that medicines are clearly labelled with the child's name, date, contents, dosage, and instructions regarding storage. The original container supplied by the GP or pharmacist must be delivered to the school.
- Parents are further required to indemnify the Board of Management 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. **(Appendix 7)**
- 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. **(Appendix 5)**
- Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

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 staff member will receive the following information in writing:
 - I. The nature of the pupil's condition.
 - II. The symptoms.
 - III. What medication is required, the prescribed dose, at what times, or under what circumstances.
 - IV. Where the medication is kept and how to gain access.
 - V. Whether the medication is self-administered or must be administered.

- VI. Where the record card is kept of the dates and times of administration.
- VII. What action if any, apart from administering medication, may be needed, and if so, at what times or in what circumstances.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
 - The Board will ensure that details of student(s) with long-term condition(s) or allergies will be communicated to the relevant personnel.
 - The Board shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine. **(Appendix 7)**
 - 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.

Responsibilities/ Procedures for Staff Members

- No staff member can be required to administer medication to a pupil.
- Staff must not administer any medication without the specific authorisation of the Board of Management.
- 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 supervising the self-administration of medicine(s) (e.g., inhalers etc.) and/or administering medication 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. **(Appendix 6)**
- 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. **(Appendix 5)** Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- Parents should be contacted should any questions or emergencies arise.
- Inform management in writing of any medical condition(s) that may require intervention or treatment at work, to complete the relevant forms outlining the procedures to be followed, to supply the required medicine and provide emergency contact numbers.

Responsibility of Students

- The prescribed medicine must be self-administered, if possible, under the supervision of an authorised teacher/SNA if not the parent/guardian.

14. Monitoring the Policy, Review and Evaluation

The school will monitor, review, and evaluate this policy and procedures on an ongoing basis to ensure the maintenance of best practices and legal compliance.

15. Dissemination of Policy

- Copies of this policy will be distributed to all members of the school community. It will be available also from the Secretary's Office.
- Copies will be given (by email) to all new staff and parents of new pupils as part of their induction to the school.

This policy was agreed on the date noted below.

Signed:

Date: 6th December 2022

Chairperson of Board of Management

Signed:

Date: 6th December 2022

Principal

Appendix 1

Legislation, Circulars and Guidelines informing Meánscoil Iognáid Rís, Drimnagh Castle Secondary School's Administration of Medicines and First-Aid Policy

This Administration of Medicines and First-Aid Policy operates within a legislative framework and takes account of the following:

1. Administration of Medication Policy Guidelines (JMB)
2. Safety, Health, and Welfare at Work Act 2005.
3. Guidelines on Managing Safety, Health, and Welfare in Post-Primary Schools [spp-part-a-b-c-interactive-f.pdf \(hsa.ie\)](https://www.hsa.ie/spp-part-a-b-c-interactive-f.pdf)
4. HSA: Post-Primary Guidelines - Safety Statement Checklist Word Document https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/post-primary_guidelines_-_part_c_-_risk_assessment_templates/
5. Children's Act 2000
6. Developing a Code of Behaviour: Guidelines for Schools (NEWB, 2008)

7. The Education Act 1998
8. The Education Welfare Act 2000
9. The Education for Persons with Special Educational Needs (EPSEN) Act 2004
10. The Education (Admissions to Schools) Act 2018.
11. Equal Status Act, 2000
12. The Equality Act, 2004
13. Data Protection Act 1988
14. Data Protection (Amendment Act) 2003
15. General Data Protection Regulation (GDPR) 2018

This list is not exhaustive.

Appendix 2

Links to other School Policies

- Admissions Policy
- Child Protection Policy
- Child Safeguarding Statement
- Code of Behaviour
- Critical Incident Policy
- Data Protection
- Safety Statement
- Wellbeing Policy

***This list is not exhaustive**

Appendix 3

Medical Condition(s) and Administration of Medicine(s)



Student's Name		
Year and Class		
Address		
Date of Birth		
Emergency Contacts		Name
		Phone Number
	1.	
	2.	
	3	
Student's Doctor	Name	
	Address	
	Phone Number	
Medical Condition(s)		
Symptoms		
Prescription Details	Name of Medicine / Prescription	
	Storage Requirements	
	Dosage (How much? How often?)	
Administration Procedure	When?	

	How?	
	Why?	
Is the student responsible for/ capable of taking the prescription himself?		
What action, if any, apart from administering medication, may be needed, and if so, at what times or in what circumstance?	Further Action required?	
	When?	
	What Circumstances?	

I/We request that the Board of Management authorise the taking of prescription medicine during the academic day as it is absolutely necessary for the continued health/wellbeing of my/our child. We understand that the school may have no facilities for the safe storage of prescription medicines and that the prescribed amounts may be brought in daily. I/We understand that we must inform the school of any changes of medicine/dosage in writing and that we must inform the school each year of the prescription/medical condition. I/We understand that no staff personnel have any medical training beyond first aid, and we indemnify the Board of Management from any liability that may arise from the administration of medicine.

Signed _____

Parent/Guardian 1

Date: _____

Parent/Guardian 2

Date: _____

Allergies



Student's Name		
Year and Class		
Address		
Date of Birth		
Emergency Contacts	Name	Phone Number
	1.	
	2.	
	3	
Student's Doctor	Name	
	Address	
	Phone Number	
Type of Allergy/ Allergies		
Reaction Level		
Symptoms		
Medication Details	Name of Medicine / Prescription	
	Storage Requirements	
	Dosage (How much?)	

	How often?)	
Administration Procedure	When?	
	How?	
	Why?	
Is the student responsible for/ capable of taking the prescription himself?		
What action, if any, apart from administering medication, may be needed, and if so, at what times or in what circumstances?	Further Action Required?	
	When?	
	What Circumstances?	

I/We request that the Board of Management authorise the taking of prescription medicine during the academic day as it is absolutely necessary for the continued health/wellbeing of my/our child. We understand that the school may have no facilities for the safe storage of prescription medicines and that the prescribed amounts may be brought in daily. I/We understand that we must inform the school of any changes of medicine/dose in writing and that we must inform the school each year of the prescription/medical condition. I/We understand that no staff personnel have any medical training beyond first aid, and we indemnify the Board of Management from any liability that may arise from the administration of medicine.

Signed _____

Parent/Guardian 1

Parent/Guardian 2

Date: _____

Date: _____

Appendix 5

Emergency Procedure



In the event of (Insert Student's Name here) displaying any symptoms of his medical difficulty, the following procedures should be followed:

Symptoms	<ol style="list-style-type: none">1.2.3.4.5.
Procedure	<ol style="list-style-type: none">1.2.3.4.5.
Seek Professional Medical Assistance	Call Emergency Services
Inform Parents	Contact Parents
Follow Up Care	<ol style="list-style-type: none">1. Follow medical advice for the student named above.2. Care for other affected students and school personnel.3. Provide counselling and/or access to other appropriate services if required.

	4. Implement Critical Incident Policy if appropriate.
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Appendix 6

Record of Administration of Medicines



Student's Name		
Year and Class		
Medication Details	Name of Medicine / Prescription	
	Dosage?	
Administration Procedure	When?	
	How?	
	Why?	

Signed: _____

Date: _____

Appendix 7: ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the day of 20..... BETWEEN

.....

Lawful parent(s) or guardian(s) of XXXXX, hereinafter called ‘the parents’ of the One Part AND.....

for and on behalf of the Board of Management of XXXX School, situated at XXXX in the

County of XXXX (hereinafter called ‘the Board’) of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother or guardians 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 other 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 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 set their hands 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 school authority in the presence of:

Appendix 8:

ACCIDENT REPORT FORM

DATE: **TIME:**

LOCATION:.....

NAME OF PUPIL:

.....

CLASS:.....

NATURE OF INJURY:

.....

.....

.....

.....

TREATMENT ADMINISTERED:

FIRST AID: YES / NO **Given by:**

.....

HOSPITAL: YES / NO **Instructed by:**

.....

DETAILS OF ACCIDENT:

.....

.....

.....
.....

Signed: **Date:**

Appendix 9

Staff members with first-aid qualifications:

- Ms. Michelle McCarthy
- Ms. Karen Cronin
- Ms. Maureen Nolan
- Ms. Cheryl Dunne
- Ms. Gráinne O’Hagan
- Ms. Sandra Brennan

Staff members qualified in the use of defibrillators:

- Mr. Chris Bowe
- Ms. Róisín Murphy
- Ms. Lisa Carley
- Ms. Michelle McCarthy
- Ms. Cheryl Dunne
- Ms. Sandra Brennan

Appendix 10

Locations of first-aid boxes

Technology Room 1	Biology Laboratory
Technology Room 2	Chemistry Laboratory
Deputy Principal’s Office	Physics Laboratory
Art Room 1	SNA Room
Art Room 2	PE Hall

Science Laboratory	
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Location of defibrillators

Secretary's Office	Staff Room
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