St. Joseph's Patrician College, Galway.

'THE BISH'

ADMINISTRATION OF MEDICATION POLICY

Ratification Date:

Revision Number	Date:	Sent to BOM
1	Feb 2023	
2	May 2023	
3	June 2023	June 8th 2023
4	June 2026	15th September 2026

Next Review Date: As Required

This procedure is in keeping with the Child Protection Procedures as adopted by the Board of Management. Teachers are reminded that they are mandated persons and must be familiar with their obligations with reference to the Children First: National Guidance for Protection and Welfare of Children 2017 and the Children First Act 2015

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ADMINISTRATION OF MEDICATION POLICY

St. Joseph's Patrician College

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 teaching or administrative staff to personally undertake the administration of 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.
Our Administration of Medication Policy serves to safeguard the health of students during authorized school activities. It outlines the roles and responsibilities of parents, school staff, and the Board of Management in managing and administering medication to student
This information should be provided at enrolment or at the development of any medical conditions at a later date. It is the parent / guardian responsibility to notify the school.
Medication in this policy refers to medicines, tablets and sprays administered by mouth and auto injector devices (e.g. Epipen/Anapen) used in cases of anaphylaxis.
It should be noted that this Administration of Medication policy covers emergency situations only or cases where a student has no choice but to have medication administered during the school day or on a school activity. Where possible Students should take medication in the morning at home before school and in the evening to minimise medication in school. In situations where a student is managing a long-term medical condition that will have no implications on school activities there is no need to inform the school.
The school will not administer any over the counter medications to students.

Policy Content:

Procedure to be followed by parents (namely the lawful father and mother or lawful guardian(s)) who require the administration of medication for their child

- Submit a formal written request to the Board of Management, asking for the authorization of specific staff members to administer medication or supervise the child's self-administration.
- Include detailed instructions regarding the child's name, the procedure for administration and storage of the medication, the specific dosage, and its frequency.
- Provide the medication to the school, ensuring the supply is adequate yet minimal.
- Indemnify the Board and the school staff from any liability that may arise from the administration of prescribed medications. The Board will inform the school's insurers accordingly.
- Immediately communicate any changes to the prescribed medication or its dosage to the school.
- For life-threatening conditions, clearly define what actions should or should not be taken in an emergency, considering any risks to the child.
- Organise, in conjunction with the school, for adequate training to be provided for school staff in the administration of appropriate medication.
- Provide a contact number for emergency situations.
- In the event that 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 4C 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.

Procedures to be followed by the Board of Management.

- After considering the request, the Board may authorize members of staff to administer medication to a pupil or supervise the self-administration by a pupil.
- Ensure the authorized members of staff are informed and properly trained, in consultation with parent(s) / guardian(s), on how to administer the medicine concerned.
- Seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine. (Appendix 1).
- Inform the school's insurers accordingly.
- Make arrangements for the safe storage of medication and develop procedures for the administration of medication in the event of the absence of the authorised staff members.
- Retain a written record of the date, time, and details of all medication administered in the school.

- Provide relevant training for staff on request.
- The Board shall discuss a procedure for the storage of tablets such as aspirin which may need to be taken daily on a trip abroad.

Responsibilities of Staff Members:

- No staff member can be required to administer medication to a pupil.
- The medication should be self-administered if possible and under the supervision of an authorised staff member. 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 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 / provided by the staff member who administered the medication to the Board (see above).
- 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.

Staff Training:

The training should cover medication types, medication administration techniques, storage and disposal, handling emergencies, recognising side effects or adverse reactions, and documentation. Epilepsy Ireland provides training for the administration of Buccal Midazolam, a medication commonly used in the emergency management of seizures.
In some cases, the HSE may provide resources or training as well.
Training should consider the specific needs of the students. However, a general medication management training for staff would ensure they are equipped to handle emergency situations. This will be arranged by the Board of Management.

It's generally recommended that training be provided at least annually to ensure staff members are updated with best practices and guidelines. Additional training should also be provided if a student's medication changes or new students with medication needs enrol.
The BOM will keep a record of this training, including the date of the training, provider, content covered, and list of attendees

Emergency situations:

Protocol for Medical Emergencies
The school recognises that medical emergencies requiring medication administration may arise during school hours. We define a medical emergency, in this context, as a situation where a student has a sudden or severe symptom, such as severe pain or severe allergic reaction, which might require immediate attention and intervention to preserve their wellbeing.

In such instances, the following protocol should be adhered to:

a) **Identification and Immediate Action**: If a student experiences a medical emergency, the staff member present should promptly identify the issue and follow the prescribed emergency procedures for administering medication, as stipulated in the student's medical plan.

b) **Seeking Professional Medical Help**: In all medical emergency situations, staff should seek professional medical assistance at the earliest opportunity, even if initial steps to administer medication have been taken.

c) **Informing Parents/Guardians**: Parents or guardians should be contacted as soon as possible in the event of a medical emergency. If parents or guardians are unreachable, the emergency contact provided should be notified.

d) **Post-Emergency Reporting**: Following the emergency, a detailed report should be filed. This report should include the time of the incident, the signs of emergency identified, the steps taken, the medication administered, and the response of the student. This report helps maintain a record of incidents and further enhancing our ability to care for our students. **(Appendix 2)**

e) **Debriefing and Review**: After the medical emergency, a meeting should be held involving relevant staff, parents or guardians, and, if

appropriate, the student (and other students, if necessary, if they witnessed the emergency), to debrief and review the incident. The aim of this review would be to assess the effectiveness of our response to the medical emergency and identify areas of improvement, if any. **(Appendix 3)**

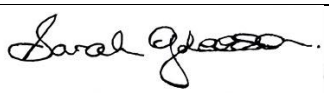
Indemnity Form:

This form is designed to protect the Board of Management of St. Joseph's Patrician College and the parent/guardian of a student who may require medication to be administered during the school day or on school activities. It ensures that proper consent and information are provided to the school regarding the student's medical needs and the administration of medication. It is avaialbe in **Appendix 1**

Policy Review Date:

As with the majority of school policies this Administration of Medication Policy will be reviewed on a three-yearly cycle. However, the Board of Management will review the policy on a shorter interval in the event of significant legislative changes or significant incidents that warrant an immediate policy review.

Ratification:

The Board of Management ratified this policy on the:	DATE: **September 15th 2026**
	Signed:
Kieran Kavanagh Chairperson	
Sarah Gleeson Secretary of the BOM	
Date of next review:	As Required

Appendix 1:

St. Joseph's Patrician College, Galway.

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Medical Indemnity Form

Explanation:

This form is designed to protect the Board of Management of St. Joseph's Patrician College and the parent/guardian of a student who may require medication to be administered during the school day or on school activities. It ensures that proper consent and information are provided to the school regarding the student's medical needs and the administration of medication.

Instructions for filling out the form:

1. This form should be completed upon admission into St. Joseph's Patrician College or whenever a student's medical condition changes so as to require the administration of medication.
2. Please fill out all sections of the form accurately and provide all requested information.
3. If you require any assistance or have any questions while filling out the form, please contact the school.

Student Information	
Student Name	
Date of Birth	
Date commencing in school	
Parent / Guardian Name (1)	
Contact Number	
Parent / Guardian Name (2)	
Contact Number	
Emergency Contact Person	
Emergency Contact Person Number.	
Medial Information	
Medical Condition	
Medication Required (In emergency situation)	
Dosage and Frequency	
Time of Administration	
Reason for Medication:	
Side Effects or Special Instructions	

Consent and Agreement:

I, the undersigned parent/guardian of the above-named student, understand and agree to the following:

1. I give permission for the staff of St. Joseph's Patrician College to administer the medication as indicated above.
2. I will provide the medication in its original packaging, labelled with the student's name and dosage instructions.
3. I understand that it is my responsibility to inform the school promptly of any changes to the student's medical condition or medication.
4. I release and indemnify the Board of Management of St. Joseph's Patrician College, its staff, and volunteers from any liability arising from the administration of medication, except in cases of negligence.
5. I understand that the school will make reasonable efforts to ensure the safety and well-being of the student while administering the medication.
6. I understand that in all medical emergency situations, staff will seek professional medical assistance at the earliest opportunity, even if initial steps to administer medication have been taken.
7. I understand that Parents or guardians will be contacted as soon as possible in the event of a medical emergency. If parents or guardians are unreachable, the emergency contact provided should be notified.

Signature: _____ Date: _____

Please return this completed form to the school administration office. Keep a copy for your records.

Appendix 2:

Post-Emergency Reporting

Date: _____

Time of Incident: _____

Student Information:

*Student's Name:

_____

* Year/Class:

_____

* Date of Birth:

_____

Parents Notified:

Date:	
Time:	
Details:	

Details of Emergency:

Describe the signs or symptoms of the emergency that were identified:

Steps Taken:

Medication Administered:

Briefly outline the actions taken by the staff or individuals present during the emergency:

Specify the medication administered during the emergency:

* **Name of Medication**:

_____

* **Dosage and Frequency**:

_____

* **Time of Administration**:

_____

<u>Response of the Student:</u>

Describe the response and condition of the student following the administration of medication:

Additional Comments:

Include any additional information or observations related to the incident:

Staff Witnesses:

List the names of the staff members who were present / witnessed the incident:

Name	Position/Role	Contact Details

Name of Reporting Staff Member:

Name	Position/Role	Contact Details

Signature: _____ Date: _____

Please submit this completed report to the school office as soon as possible after the emergency incident. It is crucial to maintain accurate records for the well-being and care of our students.

Appendix 3:

Details of Debriefing Meeting:

After the medical emergency, a meeting should be held involving relevant staff, parents or guardians, and, if appropriate, the student (and other students if necessary, if they witnessed the emergency), to debrief and review the incident. The aim of this review would be to assess the effectiveness of our response to the medical emergency and identify areas of improvement, if any.

People Present:

Name	**Role (Parent / Guardian, School Staff etc)**

Date of Meeting:_____

Review of Medical Emergency	
Possible Future Actions	
Review of Policy Required	
Any other actions	

Appendix 4:

Details of Staff Training:

Name	Signature

Date of Training_____

Name of Agency Providing Training	
Name of Trainer.	

Items / Content Covered	
Any other actions	