Our Lady's Grove Primary School

Administration of Medicines / Medication Policy

1. Introduction
This policy outlines the procedures for managing, storing and administering medicines in the school. It has been developed in consultation with staff and parents/guardians and is subject to approval and ratification by the Board of Management (BoM).

2. Rationale
- Clarify the roles and responsibilities of parents/guardians, school staff and the BoM.
- Provide clear guidance on appropriate and inappropriate situations for administering medication.
- Establish procedures for responding to medical needs, including allergies and long-term conditions.
- Protect staff who volunteer to administer medication.
- Reduce risk through clear procedures and appropriate record-keeping.

3. Relationship to School Ethos
The school promotes a caring and inclusive environment. This policy supports that ethos by ensuring that the medical needs of pupils are managed safely, respectfully and in partnership with parents/guardians.

4. Aims
- Minimise health risks to pupils and staff.
- Meet health and safety obligations and reflect relevant CPSMA and INTO guidance.
- Provide a framework for safe administration of medication in emergencies or where agreed procedures are in place.
- Ensure all stakeholders understand their responsibilities.

5. Roles and Responsibilities

5.1 Responsibilities of Parents/Guardians
- Complete the Pupil Medical Care Plan / Administration of Medication Request (Appendix 1) and Emergency Medical Contact Information Form (Appendix 2) for a child with a medical need and update them as required.
- Inform the school in writing of any medical condition affecting their child.
- Provide medication in its original, labelled container, in date, with clear written instructions.
- Supply and replenish medication as required (making sure it is in date).
- Arrange administration of medication outside school hours wherever possible.
- Provide a Medical Care Plan for children with long-term or life-threatening conditions.

- Bring medication directly to the designated person in the school.

Medication and Schoolbags/Coats

Medication must be brought directly by a parent/guardian to the designated person in the school. Pupils must not normally carry medication in schoolbags or coats.

Exception: In limited circumstances, and only where agreed in advance with the school and supported by written parental notification, pupils in 4th–6th class may be permitted to carry essential, life-saving medication (e.g. an inhaler or EpiPen) when travelling to and from school and/or during the school day, in line with their Medical Care Plan. This applies only where the pupil is considered capable of responsible self-management and the arrangement has been approved by the BoM.

5.2 Responsibilities of the School/Staff

- **No member of staff can be required or instructed to administer medication. Administration of medication by staff is voluntary.**
- Where school staff agree to administer medication, the BoM will, where practicable, identify at least two appropriately trained and designated staff members for the individual pupil and medication requirement.
- Designated staff will be familiar with the pupil's Medical Care Plan, the medication and the procedure for its administration. A second trained staff member should be available as a backup where medication may be required regularly or in an emergency.
- Staff who volunteer to administer medication will follow this policy, the pupil's Medical Care Plan, the written instructions provided and their relevant training. A staff member may decline to administer medication or withdraw from an arrangement, with appropriate arrangements made by the school for the pupil's needs.
- All staff have a responsibility to respond appropriately in the event of a medical emergency, and will seek emergency medical assistance where required.
- The school will provide appropriate information and, where necessary, training to staff in relation to pupils with significant or life-threatening medical conditions. Where emergency medication such as an EpiPen is prescribed, all staff will be made familiar with the appropriate emergency response and use of the device.
- The school will:
  - Maintain secure storage for authorised medication.
  - Ensure written records are maintained when medication is administered (Appendix 3).
  - Update emergency contact information annually.
  - Review this policy regularly or as required.

6. Medication Procedures in the School

6.1 Authorisation

- Medication will only be administered by school staff where **written parental/guardian consent** has been provided and the **Board of Management has approved the arrangement**.
- Where medication is to be administered by school staff, the Board of Management will, where practicable, identify **designated staff for the individual pupil and medication requirement**.
- Non-prescription medication will not be stored or administered by the school.

- Parents/guardians will provide any appropriate indemnity required by the Board of Management in relation to the administration of medication.

6.2 Storage of Medication

Prescription medication authorised for use in school will normally be stored securely in the school's medication cabinet in the Administration Office. The medication cabinet is a central, secure location for school medication.

a) Medication for self-administration

Where appropriate to the pupil's age, maturity, capability and medical condition, a pupil may self-administer medication, subject to written parental consent, BoM approval and any relevant Medical Care Plan requirements.

Medication required occasionally or regularly will normally be stored securely in the medication cabinet in the Administration Office. Where appropriate, a designated adult will supervise or support the pupil when medication is required.

b) Emergency medication

- Emergency medication (e.g. EpiPens or emergency epilepsy medication) must be clearly labelled, in date, accompanied by clear written instructions and supported by a Medical Care Plan where applicable.
- Emergency medication must be readily accessible and available wherever the pupil is participating in school activities, including the classroom, yard, PE, school trips and other activities outside the classroom.
- Where an EpiPen or inhaler needs to be immediately available, it may be kept in the pupil's classroom or with the pupil/supervising staff, as agreed in the Medical Care Plan.
- Where appropriate, a backup device may be stored securely in the Administration Office.
- Emergency medication must travel with the pupil or supervising staff during school trips, tours and activities outside the classroom.

6.3 Record of Administration

All administration of medication must be recorded in writing, including the date, time, medication, dose, route where relevant, and the name/signature of the administering staff member (Appendix 3).

6.4 After-School Activities

After-school activities are the responsibility of the person/organisation running the activity. Parents/guardians are responsible for informing the activity provider of their child's medical needs and for making arrangements for any medication required.

The school's medication cabinet may not be accessible outside normal school hours.

7. Long-Term or Life-Threatening Conditions

For pupils with conditions such as severe allergies, epilepsy, diabetes or other ongoing medical needs:

- Parents/guardians must provide a written Medical Care Plan, including emergency procedures where appropriate.
- Where appropriate, the plan should be based on information or instructions provided by the child's healthcare team.
- Arrangements must be agreed with the BoM.

- Staff who have responsibility for supporting the child will receive appropriate information and training relevant to the child's needs.
- Designated staff will administer medication or provide assistance in accordance with the agreed plan, written instructions and their training.
- All staff will be informed of the emergency procedures relevant to pupils with significant or life-threatening medical conditions.

8. Management of Allergies

8.1 Nut and Food Allergies

- In line with the Healthy Eating Policy, no foods containing nut products may be brought to school.
- Children are advised not to exchange food, lunches or snacks.

8.2 Responding to an Allergic Reaction

- For pupils at risk of anaphylaxis, staff will act immediately in accordance with the pupil's individual Medical Care Plan, the instructions provided and their training.
- The pupil will be kept calm and under close supervision.
- Emergency services will be contacted by calling 112/999 without delay following administration of emergency medication.

EpiPen storage and accessibility

- Primary EpiPen: Kept in the pupil's classroom or with the pupil/supervising staff to ensure immediate access during the school day and yard activities.
- Backup EpiPen: Stored securely in the Administration Office as a central emergency backup, where appropriate.
- Both devices must be clearly labelled, in date and readily accessible.
- Both EpiPens must travel with the pupil or supervising staff during school trips, tours and activities outside the classroom.
- An ambulance (112/999) must be called immediately after an EpiPen is administered.
- Parents/guardians will be contacted as soon as possible.

9. Emergencies

- In an emergency, staff should take reasonable steps to relieve extreme distress or prevent further harm.
- Emergency medical assistance must be sought immediately where required (Call 112/999).
- Where a pupil requires urgent medical attention, an appropriate member of staff may accompany the child to Accident & Emergency where necessary.
- Parents/guardians will be contacted as soon as possible and, where practicable, simultaneously with contacting emergency services.

10. First Aid Provision

- A first aid cupboard is kept outside the office and is used during break times to treat minor accidents and injuries. It contains antiseptic wipes, bandages and gloves. Ice packs are stored in the mini freezer.
- A first aid kit is taken on school outings, sports activities and tours.

- A first aid kit is brought to the hockey pitch at big break, containing antiseptic wipes, bandages, Steri-Strips, gloves and single-use ice packs.
- First aid kits are maintained and replenished by a designated staff member.
- Appropriate first aid training is provided to staff and refresher training is arranged as required.

11. Temporary Mobility / Injury (Casts, Crutches, Braces)

11.1 Notification

Parents/guardians must notify the school in writing if a child has a temporary mobility issue prior to returning to school.

They should provide relevant information regarding the pupil's needs and any restrictions or recommendations so that appropriate arrangements can be made to support the pupil's safe movement around the school.

11.2 Yard Supervision

- During yard time, the pupil will be kept away from the main area of the yard to reduce the risk of collision or injury.
- The pupil will be supervised in an appropriate area away from the main yard and provided with suitable activities or games

11.3 Stairs/Lift Use

- Pupils on crutches must use the lift if available rather than stairs.
- They must be accompanied by one adult and at least one other pupil when moving between floors.

11.4 PE/Physical Activities

- Appropriate arrangements will be made for PE and physical activities based on the pupil's needs and any medical advice provided.

12. General Recommendations

- Children who show signs of illness should not attend school.
- Requests to keep children indoors at lunch break are typically not accommodated.
- A child too unwell to go outside is considered too unwell to be at school.

13. Record Management and GDPR

- Medical information relating to pupils will be treated as confidential and will be collected and used only where necessary to support the pupil's care, safety and participation in school.
- Access to medical information will be limited to staff who need the information to support the pupil safely. Information may be shared with emergency services where required.
- Medical records and medication records will be stored securely and managed in accordance with Data Protection Legislation and GDPR.

14. Success Criteria

- Compliance with relevant health and safety requirements.
- A safe and supportive environment for pupils.

- Positive feedback from staff and parents/guardians.
- Clear and appropriate record-keeping.
- Review of any incident involving emergency medication.

15. Ratification and Review

This policy was ratified by the Board of Management on _____.

It will be reviewed following any significant medical incident, on enrolment of a pupil with significant medical needs, or at least every two years.

16. Implementation

This policy is effective from 6 October 2026 and will be implemented by school management and staff.

Chairperson, Board of Management: _____ Principal: _____

Date: 6 October 2026

Date of next review: September 2027

Appendices

- Appendix 1 — Pupil Medical Care Plan / Administration of Medication Request
- Appendix 2 — Emergency Medical Contact Information Form
- Appendix 3 — Record of Administration of Medication

Appendix 1 – Pupil Medical Care Plan / Administration of Medication Request

To be completed by Parents/Guardians whose child may require medication in school for treatment of a known allergy or medical condition.

This plan should be reviewed at the beginning of each school year and whenever there is a significant change in the pupil's condition, medication or care requirements.

Child's Information

Name of child: _____

Class: _____

Date of Birth: _____

Age: _____

Address: _____

Teacher's Name: _____

Room No.: _____

Siblings in the school (names/classes): _____

_____

Family Contacts

Family Contact **1** –

Name: _____

Phone: _____

Relationship to Child: _____

_____

Family Contact **2** –

Name: _____

Phone: _____

Relationship to Child: _____

Medical Professionals

GP/Family Doctor Name: _____

Phone: _____

Consultant Name: _____

Phone: _____

Condition Information

Child's Condition(s): _____

_____

_____

_____

_____

Triggers (things that worsen the condition): _____

_____

_____

Regular Medication: _____

_____

_____

Symptoms

What staff may notice:

_____

_____

_____

How your child describes symptoms: _____

_____

_____

Clearly outline actions to be taken by school staff in the event of symptoms:

_____

_____

_____

_____

Activities – any special considerations: _____

_____

_____

Additional Health Information *[To be completed by the School]*

Care plan from doctor provided? Yes / No: _____

If yes, date received: _____

Meeting held with teacher/school staff? Yes / No: _____

If yes, date of meeting: _____

Designated Staff (where applicable)

Name: _____

Role: _____

Name: _____

Role: _____

Relevant training/instruction provided: _____

_____

Date: _____

Staff present: _____

Parental Agreements
Sharing Medical Information

I acknowledge that the medical information in this plan may be shared, where necessary for the care, safety and education of my child, with staff involved in my child's care and with emergency services where required.

Signed: _____ Print name: _____ Date: _____

Permission for Emergency Medication & Acknowledgement

In the event of an emergency, I agree ☐ / do not agree ☐ that my child may receive medication administered by a staff member or emergency services.

I acknowledge that staff are acting voluntarily and in accordance with the school's Administration of Medicines Policy, my child's agreed Medical Care Plan. I understand that the school cannot guarantee the outcome of emergency treatment and that emergency services will be contacted where required.

Signed: _____ Print name: _____ Date: _____

Medication Supply Requirements

- Medication must be supplied by the parent/guardian.
- Medication must be in its original labelled container and in date. [It is the responsibility of parents/guardians to ensure that medication is in date.]
- Medication must be handed directly to school staff.
- Children may not carry medication in bags/coats unless agreed in writing (e.g. inhalers/EpiPens for senior classes, as per Medical Care Plan and BoM approval).

Board of Management Acknowledgement
The Board of Management has approved this plan.

Date: _____

Chairperson: _____

The information in this form will be stored securely and processed in accordance with GDPR.

Appendix 2 – Emergency Medical Contact Information Form

In case of an emergency or critical incident in the school, parents/guardians will be contacted as soon as possible. If required, emergency services will be called. If a parent/guardian is uncontactable, the school may contact one or both of the designated adults nominated below.

These designated adults must be family members, relatives or friends known to the child and available to come to the school to assist in looking after the child. Parents/guardians must obtain their consent before providing their contact information to the school.

The school will use the parent/guardian contact numbers already provided before contacting a designated adult, where practicable.

I understand that it is my responsibility to ensure that the contact information provided to the school is up to date.

Child's Name: _____

Date: _____

Parent/Guardian (1) – Name / Mobile / Work: _____

_____

Parent/Guardian (2) – Name / Mobile / Work: _____

_____

Designated Adult (1) – Name / Relationship / Contact: _____

_____

Designated Adult (2) – Name / Relationship / Contact: _____

_____

The information in this form will be stored securely and processed in accordance with GDPR.

Appendix 3 – Record of Administration of Medicines

Record each administration promptly, including the date, time, medication, dose, route (where relevant) and name/signature of the administering staff member.

Pupil's Name: _____ Room Number: _____

Date	Time	Medication & Dose	Route (where relevant)	Administered by / Signature	Parent Notified