



St. Louise de Marillac Primary School, Drumfinn Rd., Ballyfermot, Dublin 10

Administration of Short-Term Medication Policy

This policy is formulated in accordance with guidelines issued by the Primary Schools' Managerial Bodies and the Irish National Teacher's Organisation. It has been formulated in consultation with staff, parents / guardians and the school's Board of Management.

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.

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

If a child suffers from a chronic medical condition (e.g. **Anaphylaxis, Asthma, Diabetes, Epilepsy**), a Healthcare Form which includes an Emergency Plan, should be completed by the child's parent/guardian, should be discussed with the principal and class teacher and should be submitted to the Board of Management for agreement. (Please refer to the school's Management of Chronic Conditions policy).

Procedures to be followed by parents / guardians who require the short – term administration of medication for their children:

As a general rule, teachers or staff members should not be involved in the administration of medication to pupils. If a child is sick, they should normally be kept at home until they are well.

Should medication need to be administered to a child for a few days the parents / guardians are requested to discuss the matter with the principal and arrangements will be put in place to facilitate the parents /guardians to come in to the school to administer the medication.

In the case of older children, the parent / guardian may request in writing (using Appendix A) that the child would self-administer medication.

If administration of medication is necessary for a young child during the school day, and if the parent/guardian is not in a position to come to the school to administer the medication, the following procedure will be used.

- The parent/guardian of the child concerned should write to the Board of Management or fill in a form requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of medication. This letter/ form should be dated and contain the following:
 - Child's full name and address
 - Contact phone numbers including emergency number
 - The name of the medication to be administered
 - The exact dosage and time of administration

- Written instructions of the procedure to be followed in administration
- Storage instructions for the medication
- An indemnity in respect of any liability that may arise (i.e. sentence saying the staff member/ school will not be responsible for any incident/issue that may arise due to administration and/or non-administration of medication)
- Signature of parent/guardian

See Appendix A: Parental Request for Administration of Short-Term Medication. This form is available from the School Office.

Responsibilities of Parents / Guardians

- Parents / guardians are responsible for ensuring that the medication is delivered to the school and handed over for safe-keeping to the Principal/Deputy Principal/Secretary/Teacher or SNA. Parents / guardians are also required to ensure that an adequate supply is available.
- Where there are changes in prescribed medication (or dosage or time of administration), the parent/guardian or other person designated by the parent/guardian, should notify the school authorities immediately, with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Parents / guardians are required to provide a telephone number and an alternative emergency contact number where they/ a family member may be contacted in the event of an emergency arising.
- Parents / guardians 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.

Responsibilities of the Board of Management

- The Board of Management, having considered the matter, may authorise a teacher or staff member who is willing to administer the medication to a pupil. If staff member is so authorised, he/she should be properly instructed by the Board of Management/principal and by parent/guardian in question.
- In cases of emergency, the Board of Management can delegate the matter of allowing permission for administration of medication to the principal and authorise the written request retrospectively.
- A teacher or staff member should not administer medication without specific authorisation of the Principal / Board of Management.
- In administering medication to pupils, B.O.M. requires that staff members should exercise the standard of care of a reasonable and prudent parent.
- The Board of Management can authorise a second member of staff to administer/ supervise the self-administration of the medication in the event that the regular staff member is absent from school.
- The Board of Management will inform the school's insurers accordingly if it deems necessary.

Responsibilities of Staff Members

- Teachers should check the school management software for details of pupils in their class with medical conditions. At present the school uses the Aladdin system and a blue diamond indicates medical information on the child's profile. Staff should refer to the policy for the Management of Chronic Conditions for conditions such as anaphylaxis, asthma, diabetes, epilepsy.
- A staff member who administers 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 Principal / Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- 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 / guardians should be contacted should any questions or emergencies arise.
- In cases where a child self-administers medication, the child may come to the Principal's office / school office if teachers request this. A member of staff, authorised by principal/B.O.M. supervises the child taking the medication.
- Medication is stored securely in the school office and/or classroom and given to an adult / child (if agreed with parent) to bring home at the end of the school day. Inhalers may be kept in bags with parental permission.
- Should a child come to school with a note from parent/ guardian asking that medication be administered, the teacher/principal/secretary will attempt to contact the parent/ guardian by phone before allowing the child to self-administer the medication. Should the staff member be unable to contact parent/ guardian, the school will not be in a position to allow the pupil to take the medication.
- In the event that medication is given to a child to take at school, but no written note is sent and the school is unable to contact parents / guardians/ guardians, pupils will not be allowed to use/ take medication.

The designated person(s) with responsibility of the implementation and overseeing this policy is the SEN co-ordinator(s), currently the Deputy and Assistant Principals. In the absence of the Principal, on request, she will supervise pupils who self-administer medication for short periods.

St Louise de Marillac Primary School has an agreed systematic cycle of review of policies whereby new policies are reviewed after one year and subsequently every three years. In line with the above, this policy will be reviewed in three years (2028-2029 school year), unless changes are required by legislation or other needs arise before then.

This policy was discussed and reviewed in March 2026 and was ratified by the Board of Management of St. Louise de Marillac Primary School on 20th April 2026.

Signed: Vincent Jackson

Chairperson of the BoM

Date: 20/4/2026



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Administration of Short-term Medication (Parental Request)

Date _____

To the Board of Management,

I _____ request that:

a staff member/ teacher would administer this medication

or

my child self-administers this medication

I understand that the staff/school will not be responsible for any incident/issue that may arise due to the administration and/or non-administration of this medication.

Child's Name & Address: _____

Class Teacher's Name: _____

Parent/Guardian Contact Phone Number: _____

Emergency Phone Number: _____ Name/Relation to Child: _____

Name of medication to be administered: _____

Exact dosage and time(s): _____

Any other procedure to follow: _____

Suggested storage of medication: _____

Parent(s)/ Guardian(s) Signature: _____

Approved by: _____ (Chairperson, Board of Management)

Date: _____