



Administration of Medicines Policy

Reviewed June 2023

1. General Medication Administration:

1.1. The administration of medication to students during school hours will be conducted in accordance with the school's policy and procedures, taking into consideration the health and safety of all students and staff.

1.2. Parents/Guardians are responsible for administering medication to their child outside of school hours whenever possible.

1.3. The school will only administer medication that has been prescribed by a medical professional for ongoing, persistent and/or chronic medical conditions¹. Medication must be in its original container with clear instructions for administration, including the student's name and dosage information.

1.4. Parents/Guardians must provide written consent for the administration of medication by the school and they must always inform the school, in writing, if a child has any medication in their school bag.

1.5. Students are encouraged to develop the skills necessary for self-administration of medication under the guidance and supervision of their parents/guardians and healthcare providers. The school will support students in developing these skills where appropriate for children with ongoing care needs.

2. Serious Allergies:

2.1. Parents/Guardians must inform the school, in writing, of their child's specific and individual needs related to serious allergies. This information should be provided at the beginning of each school year or as soon as the condition is diagnosed.

2.2. The school will maintain a School Support Plus file for each student with serious allergies. This file will include detailed information about the child's allergies, emergency contact numbers, and an individualized management plan developed in consultation with the parents/guardians and healthcare professionals.

¹ This does not include the administration of antibiotics for short-term illnesses or the administration of antihistamines

2.3. The school will take reasonable measures to minimize exposure to allergens within its control, such as implementing an allergy-aware environment and promoting allergy awareness among staff and students.

2.4. Parents/Guardians are responsible for providing any necessary medications, such as EpiPens, along with clear instructions for their administration in case of an allergic reaction. These medications should be clearly labeled with the student's name and stored in a secure and accessible location.

3. One-Off Occasions:

3.1. Parents/Guardians must notify the class teacher in writing of any one-off occasions when their child requires the administration of a specific medication, such as an antibiotic.

3.2. The child must be capable of self-administering the medication with minimal supervision from school staff. The medication must be provided in its original packaging, clearly labelled with the student's name and dosage instructions. If the child is unable to self-administer the medication then the parent of guardian must attend the school to administer the medication.

4. Sunscreen:

4.1. Parents/Guardians are responsible for ensuring that their child applies sunscreen before coming to school on sunny days. Sunscreen should be applied at home, following the manufacturer's instructions.

4.2. Parents/Guardians must provide an appropriate sunscreen for their child, taking into account the child's skin sensitivity and any known allergies. The sunscreen should be labelled with the child's name and stored securely in their bag.

4.3. Students should be encouraged to self-apply sunscreen under the supervision of a teacher or staff member, if necessary, to ensure proper coverage.

Please note that this Administration of Medicines policy is subject to review and amendment as required. The school will work collaboratively with parents/guardians, healthcare professionals, and relevant authorities to ensure the health and well-being of all students.

This policy was reviewed by the Board of Management at a meeting held on
14.06.2023

It will be reviewed as necessary.

Signed: Joan Murphy

Joan Murphy

Chairperson

Date: 14.06.2023