



Coláiste Pobail Acla

Administration of Medication Policy

**Coláiste Pobail Acla,
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Contents

- 1. Aims**
- 2. Procedures**
- 3. Long Term Health Problems**
- 4. Life Threatening Conditions**
- 5. Guidelines for the Administration of Medicines**
- 6. Emergencies**
- 7. General Recommendations**
- 8. Roles and Responsibilities**
- 9. Links with other School Policies and Documents**
- 10. Declaration**

1. Aims

This policy aims to:

- Clarify areas of responsibility.
- Give clear guidance about situations where it is not appropriate to administer medicines.
- Clarify procedures for medical emergencies.
- Safeguard school staff that are willing to administer medication.
- Minimise health risks to student and staff on the school premises.
- Fulfil the duty of the BOM in relation to Health and Safety and Child Safeguarding requirements.
- Provide a framework within which medicines can be administered in cases of emergency or in instances where regular administration has been agreed with parents.

2. Procedures

Parents are requested to provide relevant information relating to their son's health/medication needs after enrolling their son in the school. The BOM may authorise a teacher or other member of staff to administer medication to a student. If the administration requires special medical training, the BOM will ensure that appropriate training be provided. In the event of having to administer more serious medicine, the BOM reserves the right to decide whether it is suitable to have it administered in the school.

The school advocates the self-administration of medicine (e.g. inhalers). These medicines are not the responsibility of the school. Parents are responsible for the provision of medication.

The BOM requires parents to inform the school of the medical needs of their child, where there is a need for prescription medication to be administered during the school day. The following steps will occur:

- Parents will advise the school in writing.
- Parents will be invited to a meeting with the school Principal/Deputy Principal.
- Where appropriate, school files will be updated.
- It is the responsibility of parents to ensure that any changes in contact details are communicated to the school. The school maintains an up-to-date register of contact details of all parents, including emergency numbers.

3. Long Term Health Problems

Where there are students with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the BOM. This is the responsibility of parents. It could include measures such as self-administration, administration under parental supervision or administration by school staff.

4. Life Threatening Conditions

Where students are suffering from a life-threatening condition, parents must clearly outline, in writing, what should be done in a particular emergency, with reference to what may be a risk to the student. If emergency medication is necessary, arrangements must be made with the BOM. A letter of indemnity must be signed by parents in respect of any liability that may arise regarding the administration of medication.

5. Guidelines for the Administration of Medicines

- Non-prescribed medicines will not be administered to students in school. It is not recommended that students keep non prescribed medication on their person or in the school locker.
- Prescribed medicine must be self-administered if possible. Parents should arrange for the administration of prescribed medicines outside of school hours.
- Parents of students must request in writing that the BOM authorise the administration of medication in school. The request must contain written instruction of the procedure to be followed in administering the medication.
- Parents are required to indemnify members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
- Where specific authorisation has been given by the BOM for the administration of medicine, the medicines must be brought to school by the parent and replenished as necessary. Such prescription medication may be stored in the main office fridge/staff fridge/First Aid drawer/Career Guidance office. This will happen if a student requires self-administering on a daily basis, if parents have requested storage facilities and this has been authorised by the BOM.
- Emergency medication must have exact details of how it is to be administered in the case of an emergency. Arrangements for the storage of certain emergency medicines, which must always be readily accessible. Such arrangements must be made with the school support team.
- Staff members in the school will administer prescribed medication only when arrangements have been put in place as per this policy. A member of staff must not administer any medication without the specific authorisation of the BOM, parent or upon advice from medical personnel. In an emergency, qualified medical assistance will be secured at the earliest opportunity and parents contacted.
- All correspondence related to the above are kept in a secure location.
- School trips- The organisers must arrange for the safe administration of medication in consultation with parents and in line with relevant school policies.

6. Emergencies

In the event of an emergency, staff should make immediate contact with the main office, 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.

7. General Recommendations

We recommend that any student who shows signs of illness should be kept at home. A student too sick to participate in class should not be in school.

8. Roles and Responsibilities

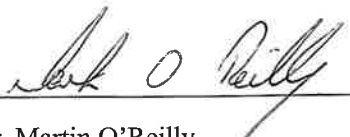
The BOM has overall responsibility for the implementation and monitoring of the school policy on administration of medication. The principal is the day-to-day manager of routines contained in the policy with the assistance of all staff members. The maintenance and replenishment of First Aid Boxes is managed by the post-holder responsible for Health & Safety. School staff should inform the Health & Safety post holder when supplies need to be replenished.

9. Links with other School Policies and Documents

- Code of Behaviour
- Transition Year Policy
- Health and Safety Policy
- Child Protection Policy
- SEN Policy


10. Declaration

This Coláiste Pobail Acla Policy was formed following consultation with all staff, members of the Board of Management, Parents/Guardians and the Student Council. It is recommended that this policy be reviewed every three years or whenever it is deemed necessary by School Management. It was adopted by the Board of Management of Coláiste Pobail Acla on:

Signed: 
Mr. Martin O'Reilly

Chairperson of the Board of Management

Date: 23/3/26

Signed: 
Mr. Jason Ó Mongáin
Board Secretary & School Principal

Date: 23-03-26