



Administration of Medication Policy

St. Nathy's College
Ballaghaderreen
Co. Roscommon

Introduction

While the Board of Management has a duty to safeguard the health and safety of students 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. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets and sprays administered orally and automatic injection devices (e.g. anapen) used in cases of anaphylaxis.

Policy Content

1. Procedure to be followed by parents who require the administration of medication for their children

The parent/guardian should write to the Board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.

Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.

Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate supply of in-date medication is available at all times.

Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.

The Board will inform the school's insurers accordingly.

Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.

Where students are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to their child.

Parents are required to provide a telephone number where they may be contacted in the event of an emergency arising.

2. Procedures to be followed by the Board of Management

The Board of Management having considered the matter, may authorise a staff member to administer medication to a student or to monitor the self-administration of medicine by a student.

The Board of Management will ensure that the authorised person is properly instructed in how to administer the medicine.

The Board of Management shall seek an indemnity from parents in respect of liability that may arise regarding the administration of the medicine.

The Board of Management shall inform the school insurers accordingly.

The Board of Management shall make arrangements for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

3. Responsibilities of Staff Members

No staff member can be required to administer medication to a student.

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 students, 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.

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.

4. Monitoring Compliance and Effectiveness

The monitoring and compliance of this policy will be undertaken by the Principal.

5. Ratification

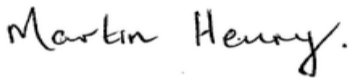
This policy was reviewed by the Board of Management on 3 September 2025.

6. Implementation and Review

This policy and its implementation will be reviewed by the Board of Management once in every school year.

Signed: 

Chairperson, Board of Management

Signed: 

Principal

Date: 3 September 2025

Review Date: September 2027

Appendix 1 St. Nathy's College Medication Administration Form

Please complete this Medication Administration Form and Administration of Medicines in Schools Indemnity Form and return to the Principal as soon as possible in order for your application to be processed. These forms will be retained by the school.

Please note that the onus is on parent(s)/guardian(s) to inform the school of any changes to the information outlined below.

Parent(s)/guardian(s) must ensure the medication is brought on out of school field trips/educational outings, sports trips, etc. and that medication is in date.

Name of student: _____ **Year:** _____

Parent(s)/Guardian(s): _____

Medical condition: _____

Symptoms: _____

Medication/dosage: _____

How to administer: _____

Family doctor: _____ **Phone:** _____

Emergency contact details: _____

I/We wish to apply to the Board of Management for a member of staff to administer medication to my/our child _____.

Signature of parent(s)/guardian(s):

Date: _____

Administration of Medicines in Schools Indemnity Form

THIS INDEMNITY is made on the _____ day of _____ 20 ____

BETWEEN

(lawful father and mother of _____) hereinafter called the “parents”

of the One Part AND

Fr. Martin Henry for and on behalf of the Board of Management of St. Nathy's College, Ballaghaderreen, Co. Roscommon F45 V122 (hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother of _____, a student of the above school.
2. The student suffers on an ongoing basis from the condition known as _____

3. The student may, while attending the said school, require, in emergency circumstances, the administration of medication _____
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said student's teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

NOW IT IS HEREBY AGREED by and between the parties hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said student HEREBY AGREE to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the said student's teachers and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

Signed and sealed by the parents in the presence of: _____

Signed and sealed by the said in the presence of: _____
