



Harcourt Terrace Educate Together National School

Email: info@htetns.ie

Address: Harcourt Terrace, Dublin 2. D02 FC64

No: 01 5292970

Administration of Medication Policy

Mission Statement:

Harcourt Terrace ETNS is an Educate Together School, run in accordance with the Rules for Primary Schools of the Department of Education and Science. We at Harcourt Terrace ETNS, seek to provide an environment that is child-centred, co-educational, equality-based and democratically run. Our mission is to educate our pupils to their fullest potential while enhancing their self-esteem and creativity. All pupils are treated as individuals and their uniqueness is celebrated. All members of our school community are encouraged to respect themselves and others and we aspire to provide our children with the life skills necessary to become the best they can be.

Introduction and Rationale:

This policy was formulated to provide guidelines on procedure and protocols in relation to the administration of medication in Harcourt Terrace ETNS during school time. While the school management has a duty to safeguard the health and safety of pupils when they are engaged in school activities, this does not imply a duty upon teachers to personally undertake the administration of medication.

The school management requests parent(s)/carer(s) to ensure that staff members are made aware in writing of any medical condition their child has. This information should be provided at enrolment or at the development of any medical condition at a later date.

Medication in this policy refers to medicines, tablets administered by mouth only, sprays, and injections where necessary.

This policy should be read in conjunction with other relevant policies (i.e. Health & Safety policy and Substance Use policy).

This policy was originally formulated in 2018 upon opening of the school, and was reviewed updated since, and most recently in March 2026.

Aims:

The aims of this policy are:

- To ensure that the needs of children who require administration of essential medications during the school day are met, in line with best practice
- To ensure compliance with relevant legislation
- To ensure that any involvement in administration of medication complies with best practice guidelines



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Procedures for the Management of Medication:

1. Storage of medication

- Unprescribed medicines will neither be stored nor administered to pupils in the school.
- Prescribed medicines will not be administered in the school without the written consent of parent(s)/carer(s) and the specific authorisation of the principal and relevant staff member.
- Medicines should not be kept by the pupils at any stage.
- **All medicines must be kept in a locked drawer (pedestal or classroom cupboard) in the child's classroom. The key for this will always remain on a hook above the classroom phone. The relevant drawer will be marked with a first aid symbol.**

2. Administration of medication

- Administration of medication will take place where necessary for pupils with diagnosed illnesses as directed by the prescription.
- Clearly understood and agreed upon arrangements will be made with the board of management, principal and class teacher before any medicines will be administered to a child.
- Parents will be encouraged to provide maximum support in helping the school accommodate the child.
- Parents will be asked to outline in writing, what can and cannot be done in emergency situations involving their child.

Procedures and Responsibilities

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

- a) The parent/carer should write to the Principal requesting them to authorise a staff member to administer the medication or to monitor self-administration of the medication, using the "Request for Administration of Medication – Information and Consent" form (Appendix 1)
- b) Parent(s)/carer(s) are required to provide written instruction of the procedure to be followed in the administration and storing of the medication (Appendix 1)



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- c) Parent(s)/carer(s) 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 is available.
- d) Parent(s)/carer(s) 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 of Management will inform the school's insurers accordingly (Appendix 2)
- e) Changes in prescribed medication, or dosage of medication, should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication/new dosage of medication
- f) Where children are suffering from life-threatening conditions, parent(s)/carer(s) should outline, clearly in writing, what should and should not be done in an emergency situation, with particular reference to what may be a risk to the child.
- g) Parent(s)/carer(s) are required to provide a telephone number where they may be contacted in the event of an emergency arising.

2. Procedure to be followed by the Principal/Board of Management (BOM)

- a) The Principal/Board of Management reserves the right to request written confirmation of medical advice from the child's doctor, including confirmation of the dose and circumstances giving rise to the need for the administration of medication (Appendix 3). This may be done in addition to the parent/carer completing appendix 1 and appendix 2, if the Principal/BOM require further information/clarification.
- b) The Principal, on behalf of the BOM, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- c) The Principal, on behalf of the BOM, will ensure that the authorised person is properly instructed in how to administer the medicine.
- d) The BOM shall seek an indemnity from parents in respect of liability that may arise regarding the administration of medication.
- e) The BOM shall liaise with the insurer's where relevant.
- f) The relevant postholder 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.
- g) The relevant post holder will seek the willingness and agreement of staff members to administer medication upon their appointment to the school. The document detailing relevant pupils and their medication needs will be updated and circulated at the start of every school year, or whenever there is a change to medications required.



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3. Responsibility of staff members

- a) No staff member is obliged to administer medication to a pupil
- b) Any staff member who is willing to administer medication should do so under strictly controlled guidelines in the belief that the administration is safe
- c) Written instruction for the administration of medication must be provided
- d) Medication must not be administered without the specific authorisation of the parents/carers and the Principal
- e) In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent
- f) A written record of the date and time of administration will be kept **on the individual's child's profile on Aladdin** (Template Appendix 4)
- g) 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
- h) Parent(s)/carer(s) should be contacted should any queries or emergencies arise.

Implementation and Review of Policy

Detailed information for school staff to facilitate the safe and effective implementation of this policy is included in Appendix 5. Parent(s)/carer(s) are invited to contact the principal immediately if they have any concerns about the implementation of this policy in relation to their child's medication.

The Administration of Medication policy will be reviewed in line with the Health & Safety policy and the Substance Use policy. The review of this policy will take place in 2028. An early review will be undertaken in the following events:

1. A clinically significant discrepancy is identified between the medication administered and that which is authorised on the relevant "Request for Administration of Medication – Information and Consent" form.
2. Feedback indicates that any aspect of the policy is causing a pupil or any other member of the school community undue distress.

The principal and the Board of management will have ultimate responsibility for the policy, its implementation and its review.

Communication and Ratification of Policy



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The attention of all newly appointed staff will be drawn to this whole-school plan upon their appointment to the school by the NQT mentor.

This policy will be published on the school website, and a copy of it will be provided to the Parent Teacher Association. A copy of this policy will be made available to the Department of Education and Skills and the Patron, if requested. Hard copies of this, and all school policies, are available at the school upon request.



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This policy was adopted by the Board of Management on _____

Date of next policy review: March 2028.

Signed on Behalf of the Board of Management:

Chairperson:	_____ Gwen Murphy
Date:	_____ March 2026
Principal:	_____ Tony Walsh
Date:	_____ March 2026



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Appendix 1

Request for Administration of Medication –Information & Consent

Child's name: _____

Date of birth: _____

Name of medication: _____

Dosage and Frequency: _____

Condition for which medication is required:

Circumstances when medication should be administered:

Other medication being taken:

My child CAN / CAN NOT self-administer this medication (*please circle*)

GP Name: _____

Phone no: _____

1st Emergency contact: _____ Mobile no:



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2nd Emergency contact: _____ Mobile no: _____

I request consent for staff members in the school to administer/supervise the administration of _____, in dosage of _____, to my child _____ under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school staff, and in the event of an emergency with the GP or other medical personnel. I also consent to the disclosure of this information to the school's insurers if required.

Signed: _____

Date: _____

Print name: _____



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Appendix 2

Administration of Medicines in School - Indemnity (Appendix 46, Board of Management Handbook)

THIS INDEMNITY made the _____ day of
20____ BETWEEN _____ (lawful
guardian(s)) of

(hereinafter called 'the parents' of the One Part AND for and on behalf of the Board of
Management of _____ School
situated at _____ in the County of _____
(hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful guardian(s) of
_____, a pupil of the above school
2. The pupil suffers on an ongoing basis from the condition known as

3. The pupil 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 pupil's classroom 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 parents hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the
lawful guardian(s) of the said pupil HEREBY AGREE to indemnify and keep indemnified



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the board, its servants and agents including without prejudice to the generality the said pupil's class teacher 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.

Signed: _____

Date: _____

Print name: _____



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Appendix 3

Administration of Medication – Letter to Doctor

Dear Doctor,

The Board of Management of Harcourt Terrace Educate Together National School requests that the information required below be provided relating to medication which is administered to students during school hours. The parent(s)/carer(s) of _____ have been asked to return the information to the school and to advise of any changes to their medication in the future.

Many thanks for your co-operation in this matter.

Yours sincerely,

Tony Walsh
Principal



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NATIONAL SCHOOL

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Name of Student: _____

D.O.B.: _____

Name of Medication: _____

Why is this medication required?

Circumstances when medication should be administered:

Dosage to be administered:

Frequency of dosage:

Additional Information:

Signed: _____ Date:

Stamp:



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Appendix 4

Administration of Medication – Record

(This must be uploaded to the pupil's Aladdin profile)

Medication Chart for _____ D.O.B.:

Class: _____

Date and Time of Medication Administration:

Drug Administered:

Dosage Administered:

Reason for Medication Administration:



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Parent(s)/Carer(s) informed of medication administration (give details):

Signature: _____ Date: _____

Appendix 5



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Administration of Medication – Staff Guidelines

General Guidelines:

- All forms and letters concerning administration of medication will be stored in the school office, in each pupil's confidential file. These records are stored in compliance with relevant data protection legislation.
- When a letter regarding a change in dosage or an updated "Request for Administration of Medication – Information and Consent" form is received, this will be stapled to the FRONT of the existing form, to ensure that the updated information is not overlooked.
- When an updated "Request for Administration of Medication – Information and Consent" form is received, the original will be retained, but will have a line drawn through it, to indicate that it is now superseded.

Records of Medication Administration:

- A record folder will be maintained in the pupil's individual file on Aladdin. When medication is administered, record this on the pupil's Aladdin profile. Each entry must include the date and time, name of child, medication and dose administered, reason for administration and the name of the person administering it.



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Appendix 6

Re: Administration of Medication

Date:

Dear _____,

Following an application to the school to request administration of medication/supervision of the administration of medication, I am writing to ask if you are willing to **administer/supervise the administration** of medication to pupils in the school as outlined on the school's administration of medication document, see attached.

Please reply to in writing (below) to express your willingness, or not, in administering medication/supervising the administration of medication to the pupils as detailed on the school's administration of medication document.

Your sincerely,

Tony Walsh, Principal of Harcourt Terrace ETNS (Secretary, BOM).

I, _____, **am** willing to administer medication/supervise the administration of medication to pupils as outlined on the school's administration of medication document.

I, _____ **am not** willing to administer medication/supervise the administration of medication to pupils as outlined on the school's administration of medication document.

Signed: _____ Date: _____