

*Meánscoil na mBráithre Críostaí, Cill Chainnigh*  
**Christian Brothers Secondary School, Kilkenny.**

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## ADMINISTRATION OF MEDICATION POLICY April 2024

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|---------------------------|---|
| <b>School Name:</b>       | Christian Brothers Secondary School, Kilkenny   |
| <b>School Address:</b>    | James's Street, Kilkenny  |
| <b>School Details:</b>    | CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education and is a single sex (boys) school. |
| <b>School Management:</b> | The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.  |

## Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

## Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Please note that the term *parents* is used to describe legal guardians also.

## Relevant Legislation

This policy is drafted in the context of the specific provisions and definitions with regard to all students, including those with disabilities and additional educational needs and the statutory requirements placed on schools, Boards of Management (BOMs) and the Department of Education and Skills (DES) by the following legislation:

- The Education Act, 1998
- The Freedom of Information Acts, 1997-2003
- The Education Welfare Act, 2000
- Equal Status Act, 2000
- Irish Medicines Board Act 2006
- Misuse of Drugs Act 2009
- CBS Kilkenny Health and Safety Statement August 2022
- Children First Act, 2015

This policy has been prepared with reference to '*Managing Chronic Health Conditions at School – a resource pack for teachers and parents*' prepared by the Asthma Society of Ireland, Diabetes Federation Ireland, Brainwave the Irish Epilepsy Association, Anaphylaxis Ireland and IPB Insurance *Risk Management Guidance on Managing Students with Medical Conditions and Disabilities (2013)*.

This policy has been reviewed in accordance with CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and addendum 2019, and the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).

While renewing this policy, due consideration has been given to all aspects of the wellbeing of students at CBS Kilkenny and particularly to the Wellbeing School Improvement Plan (May 2018).

General Data Protection Regulation came into force in May 2018, and this policy has been reviewed in accordance with best practice as detailed in this legislation.

## Introduction

CBS Secondary School Kilkenny promotes positive home-school contacts, not only in relation to the welfare of students, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

## 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.

## 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.

- Prescribed medicines will be administered only after parents of the student concerned have completed **Appendices 1 and 2** and organised a meeting with a member of the student support team in CBS Secondary School Kilkenny. Under no circumstances will non-prescribed medicines be either stored or administered in the school.
- The BOM will seek indemnity from parents in respect of any liability arising from the administration of medicines (**Appendix 1**).
- The school advocates the self-administration of medicine (e.g. inhalers). These medicines are not the responsibility of the school. A small quantity of prescription medication may be stored in the school if a student requires self-administering on a daily basis and if parents have requested storage facilities (**Appendix 2**). Parents are responsible for the provision of medication and the notification of any change of dosage. Parents are responsible to ensure that all medication stored by the school is in date. Prior to returning to school, all medication will be checked for use by date by SNAs, and a document will be created noting this.

- 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 (**Appendix 2**).
  - Parents will be invited to a meeting with the student support team.
  - Parents will be requested to complete and sign the relevant documentation. (**Appendices 1 and 2**)
  - 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.

### **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.

### **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 situation, with particular reference to what may be a risk to the student (**Appendix 2**). If emergency medication is necessary, arrangements must be made with the BOM. A letter of indemnity (**Appendix 1**) must be signed by parents in respect of any liability that may arise regarding the administration of medication.

### **Guidelines for the Administration of Medicines**

1. 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.
2. Prescribed medicine must be self-administered if possible. Parents should arrange for the administration of prescribed medicines outside of school hours.
3. 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 (**Appendix 2**)

4. Parents are required to indemnify the BOM (**Appendix 1**) and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
5. 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.
6. 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 be readily accessible at all times. Such arrangements must be made with the school support team.
7. 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 situation, qualified medical assistance will be secured at the earliest opportunity and parents contacted.
8. All correspondence related to the above are kept in a secure location.
9. School trips- The organisers must arrange for the safe administration of medication in consultation with parents and in line with relevant school policies.

### **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.

### **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.

### **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.

## **Approval**

This policy has been approved by CBS Kilkenny Board of Management.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson, Board of Management

# Appendix 1

## ADMINISTRATION OF MEDICINES IN SCHOOL INDEMNITY

THIS INDEMNITY made the ..... day of 20..... BETWEEN  
.....  
Lawful parent(s) or guardian(s) of ....., of the One Part  
AND..... for and on behalf of the  
Board of Management of CBS Kilkenny School, situated at James’s Street in the County  
of Kilkenny (‘the Board’) of the Other Part.

### WHEREAS:

1. The parents are respectively the lawful guardians 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 classroom teacher and/or  
such other member of staff of the CBS Kilkenny as may be designated from  
time to time by the Board.

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

- a) In consideration of the Board entering into the within Agreement, the parents, as  
the lawful guardians respectively of the said student HEREBY AGREE to  
indemnify and keep indemnified the Board, its servants and agents including  
without prejudice to the generality of the foregoing the said student’s class  
teacher or such other member of staff of the CBS Kilkenny as may be  
designated from time to time by the Board and/or the Principal of CBS  
Kilkenny from and against all claims and any and all costs arising therefrom,  
both present and future, arising from the administration or failure to administer  
the said medication.

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

Signed: \_\_\_\_\_ Parent (1) Date \_\_\_\_\_

Signed: \_\_\_\_\_ Parent (2) Date \_\_\_\_\_

Signed: \_\_\_\_\_ CBS Kilkenny authority Date \_\_\_\_\_

## Appendix 2

### Medical Condition and Administration of Emergency Medicines

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

#### Emergency Contacts

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Student's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Condition:

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Prescription Details:

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Storage Details:

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Dosage Required:

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Is the student to be responsible for taking the medication himself?

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**In the case of a medical emergency how should the medicine be administered.**

What Action is required?

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I/We request that the Board of Management authorise the taking of prescription medicine during the school day as it is absolutely necessary for my/our son.

I/We understand that the school has facilities for the safe storage of Emergency Medication.

I/We understand that we must inform the student support team of any changes of medicine/dose in writing and that we must inform the student support team each year of the prescription/medical condition.

I/We must provide medicines at the beginning of the school year or when they expire or run out. This medication must be clearly labelled from the pharmacy.

I/We understand that no school personnel have medical training and we indemnify the Board of Management and the school staff of CBS Secondary School Kilkenny from any liability that may arise from the administration of the medication.

Signed: \_\_\_\_\_ Parent (1) Date \_\_\_\_\_

Signed: \_\_\_\_\_ Parent (2) Date \_\_\_\_\_

Signed: \_\_\_\_\_ CBS Kilkenny authority Date \_\_\_\_\_