

PRINCIPAL: Mr. Eamon Jackman
principal@heywood.ie

DEPUTY PRINCIPAL: Ms. Mary Harrington
mharrington@heywood.ie

DEPUTY PRINCIPAL: Mr. Peter Malone
pmalone@heywood.ie



Policy on the Administration of Medicine to Students

1. Introduction

Heywood Community School is committed to safeguarding the health, safety, and welfare of all students. While the primary responsibility for administering medication rests with parents/guardians, the school recognises that, in certain circumstances, medication may need to be administered during the school day to support the wellbeing and full participation of students.

This policy outlines the procedures for managing the administration of medicine safely and consistently.

2. Scope

This policy applies to:

- All prescription and non-prescription medicines requested to be administered during the school day.
- All staff involved in the storage, handling, and administration of medication.
- All students requiring medication while attending school, school activities, or school trips.

3. Guiding Principles

- The health and wellbeing of the student is paramount.
- Medication will only be administered when it is essential and cannot be adjusted to outside school hours.
- The school will act **in loco parentis** in accordance with agreed procedures but does **not accept responsibility** for diagnosing medical conditions or prescribing treatments.
- Parents/guardians retain primary responsibility for their child's health and medication management.

4. Responsibilities

4.1 Parents/Guardians

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Parents/guardians must:

- Inform the school of any medical condition requiring medication.
- Complete and sign the **Parental Consent for Administration of Medication Form**.
- Provide the medication in its **original labelled container**, with clear instructions.
- Ensure medication is **in date**, adequately supplied, and replaced when expired or depleted.
- Collect medication at the end of the school year or when no longer required.
- Update the school promptly regarding any changes in medical needs or dosage.

4.2 School Management

School management will:

- Review parental requests and determine whether administration can be facilitated.
- Identify designated staff members to administer medication where appropriate.
- Provide training where necessary for specific medical needs (e.g., EpiPen, inhalers).
- Maintain a secure storage area for medication.
- Ensure appropriate records are kept.

4.3 Designated Staff

Designated staff will:

- Administer medication only with written parental consent and clear instructions.
- Keep a written record of each administration.
- Store medication securely and return it as required.
- Seek medical assistance if concerned about a student's wellbeing.

5. Types of Medication Covered

5.1 Emergency Medication

The school may administer emergency medication such as:

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- EpiPen/Adrenaline Auto-Injectors
- Inhalers
- Emergency seizure medication (with prior agreed protocols)

5.2 Non-Emergency Medication

Medication required during the day for conditions such as:

- Asthma
- Diabetes
- Chronic conditions requiring ongoing treatment

5.3 Over-the-Counter Medication

The school does **not** administer non-prescription medicines (e.g., paracetamol) unless:

- A specific medical need is documented.
- Written parental consent is provided.
- The Board/Management has approved the request.

6. Procedures for Administration of Medication

1. **Parent/guardian submits a written request** along with the required forms.
2. **School reviews the request** and assesses whether administration can be facilitated.
3. Where approved, an **Individual Healthcare Plan** may be created for the student.
4. Medication must be:
 - Provided in original packaging
 - Clearly labelled with student's name, dosage, and schedule
5. Two staff members (where possible) will be present when administering medication.
6. Each dose administered will be recorded in the **Medication Administration Log**.
7. In the case of an emergency, the school will call:
 - Emergency services (112/999)

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- Parent/guardian
- GP or other relevant professionals

7. Storage of Medication

- Medication will be stored in a **locked cabinet** in the designated medical area.
- Some medicines (e.g., inhalers, EpiPens) may be kept accessible to students as appropriate.
- Refrigerated medication will be stored in a secure, designated fridge.

8. Students Self-Administering Medication

Students may self-administer medication (e.g., inhalers) only with:

- Parental consent
- Written approval by school management
- A risk assessment when necessary

9. Record Keeping

The school will maintain:

- Parental consent forms
- Individual Healthcare Plans
- Medication Administration Logs
- Records of training for staff

Records will be stored securely and in compliance with data protection legislation.

10. School Trips and Extra-Curricular Activities

Staff supervising school trips will:

- Be informed of relevant medical needs
- Bring required medication and administration instructions

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- Administer medication following agreed procedures
- Document administration during the trip and return records to the school

11. Refusal or Inability to Administer Medication

The school may decline to administer medication where:

- Requests are unreasonable
- Staff are not trained
- Medication protocols fall outside the competence of school personnel

Parents/guardians will be informed promptly and supported in finding a solution.

12. Review of Policy

This policy will be reviewed every **two years** or sooner if:

- Legislation changes
- Guidelines from the HSE or DES change
- A significant incident occurs

13. Ratification and Communication

This policy was approved by the **Board of Management of Heywood Community School** on: Tuesday 21st April 2026

Signed: 

Fr. Dan Carroll, Chairperson BOM

Signed: 

Mr. Eamon Jackman, Secretary BOM