Salesian College

Celebrating 40 years in Celbridge

“We care, develop, believe – together we achieve”

ADMINISTRATION OF MEDICATION POLICY 2026-2027

Introduction

Salesian College was established in 198l. The school is a single sex boy's only voluntary secondary school. The school community consists of the students, teachers, staff, parents, management, trustees and partners in the local community of Salesian College, Celbridge.

Salesian College follows the Department of Education and Skills (DES) national curricula and programmes including the Junior Certificate, DES Transition Year Programme (optional and on application only), Leaving Certificate Applied (at the discretion of the Board of Management), Leaving Certificate Vocational Programme (at the discretion of the Board of Management) and Leaving Certificate.

Salesian College has developed this policy with the wellbeing and safety of all students in mind as well as the duty of the Board of Management to ensure no member of staff is put at risk, personally, legally or professionally as a result of assisting an injured student or administering medication to a student.

- There are 817 students registered for 2026-2027

- There are 66 teachers, 10 Special Needs Assistants, 4 PME students and 4 Administrative staff.

- The staff of Salesian College are not trained medical professionals.

- The following members of staff have completed basic first aid training:
  1. Bethany Clarke
  2. Emma Friel
  3. Rebecca Pratt
  4. Eoin O'Sullivan
  5. Aidan O'Doherty

- These staff members may assist in basic first aid or advise another member of staff as to how to manage an injured students.

- In the event of any serious incident Salesian College will notify the emergency services and request professional assistance.

- While the Board of Management of Salesian College 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 of Salesian College 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 registration or at the development of any medical conditions at a later date.

- Medication in this policy refers to medicines, tablets, gels and sprays administered by mouth 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**

a) The parent/guardian should write to the Board of Management of Salesian College requesting the Board to authorise staff members to administer the medication or to authorise self-administration of the medication.

b) Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication. Parents are asked to include the IFU – Information for user leaflets with any medication.

c) Parents are responsible for ensuring that the medication is delivered to the school and handed over to the Year head of the student and for ensuring that an adequate supply is available.

d) Parents are further required to indemnify the Board of Management of Salesian College and members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management of Salesian College will inform the school's insurers of the list of the students concerned and their medical conditions.

e) 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.

f) Where children 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 the child.

g) 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**

a) The Board of Management of Salesian College, having considered the matter, may authorise staff members to administer medication to a student or to authorise the self-administration by a student.

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

c) The Board of Management of Salesian College shall inform the school insurers accordingly

d) The Board of Management of Salesian College shall make arrangements for the safe storage of medication and procedures for the administration of medication. Medication given to the school by a parent will be kept in the medical cabinet in the staff room.

3. Responsibilities of Staff Members

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

b) Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.

c) Written instructions on the administration of the medication must be provided.

d) Medication must not be administered without the specific authorisation of the Board of Management of Salesian College.

e) In administering medication to students, 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.

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) Parents should be contacted should any questions or emergencies arise.

SALESIAN COLLEGE CELBRIDGE
ADMINISTRATION OF MEDICINES IN SCHOOLS INDEMNITY

THIS INDEMNITY made the _____ day of 20 _____ BETWEEN

_____ Lawful

Parent or guardian(s) of _____, hereinafter called 'the parents'

Of the One Part AND _____

for and on behalf of the Board of Management of Salesian College, situated at Celbridge in the County of Kildare (hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother or guardians of

_____, a student of Salesian College.

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, viz.(Please provide written description and instructions here or attach as appropriate)

_____

4. The parents have agreed that the said medication may, in emergency circumstances, be administered a member of staff of Salesian College.

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

a) In consideration of the Board of Management of Salesian College 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 of Management of Salesian College its servants and agents including without prejudice to the generality the said student's teachers or other members of staff of Salesian College 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 school authority in the presence of: