

# Gaelscoil Aonach Urmhumhan

## Dáileadh Leighis ar Scoil/Administration of Medicines in School Policy

Is scoil uilechuimsitheach í nGaelscoil Aonach Urmhumhan agus cuirfimid fáilte roimh aon phaiste teacht anseo chun foghlaim linn. Mar chuid dár n-iarracht timpeallacht shláintiúil shábháilte a sholáthar ar son páistí, foireann agus cuairteoirí, tá na moltaí seo a leanas dréachtaithe againn i nGaelscoil Aonach Urmhumhan do dháileadh leighis ar scoil.

The recommendations herein apply to children with long-term health problems or cases of extreme emergency e.g. Asthma, diabetes, epilepsy and anaphylaxis. While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a duty upon teachers/S.N.A. s to personally undertake the administration of medication.

### **Rationale:**

The policy was put in place to:

- Clarify areas of responsibility for relevant personnel
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- To outline procedures to deal with a pupil with a nut allergy
- Safeguard school staff willing to administer medication
- Protect against possible litigation.

### **Relationship to School Ethos:**

The school promotes positive home-school contacts, not only in relation to the welfare of children, 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 of this Policy:**

The aims and objectives of the policy can be summarised as follows:

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the BoM in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

## *Cuid 1: Leigheas ar scoil*

### **1. Children with Long Term Health Problems**

It is recognised that it is desirable for children with long term recurring health problems, such as asthma, epilepsy, diabetes and anaphylaxis to be accommodated within school in order that they can continue their education. If this is done, however, proper and clearly understood arrangements for administration of medicines must be made. Each case will be assessed and dealt with individually and a suitable plan drawn up. Parents should be encouraged to provide maximum support and assistance in helping the school accommodate the pupil. This would include measures such as self-administration (where necessary and only after written approval from a GP), or under parental supervision.

### **2. Administration**

- Múinteoirí agus Cúntóirí are not obliged to administer medicine or drugs to a pupil.
- Any teacher or S.N.A. who is willing to administer medicines in an emergency situation, should only do so under strictly controlled guidelines, fully confident that the administration will be safe. Múinteoirí agus Cúntóirí who take responsibility for administering medicines take on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed. This policy advises the following:
  - (A) The parent(s) of the pupil concerned should write to the school requesting the Board to authorise members of the staff to administer the medication. Under no circumstance will non-prescribed medicines be either stored or administered in the school.
  - (B) The school should seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.
  - (C) The request would also contain written instructions from a medical doctor of the procedure to be followed in administering the medication.
  - (D) The Bord Bainistíochta (BoM), having considered the matter, may authorise staff members to administer medication to a pupil. If the staff member is so authorised she/he should be properly instructed by the Bord Bainistíochta.
  - (E) The staff member should not administer medication without the specific authorisation of the Bord Bainistíochta (BoM).
  - (F) In administering medication to pupils, staff member should exercise the standard of care of a reasonable and prudent parent.
  - (G) The Bord Bainistíochta (BoM) should inform the school's insurers accordingly of details surrounding any serious incident.

### 3. Administration (Dosing/Dispensing) of Medicine.

- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.
- The member of staff should supervise the self-administration, where applicable of the medicine at a time and place agreed with pupil, parent and other staff member. Staff should ensure the medicine has been taken.
- The member of staff should always check that the child's name and the dose prescribed match what is printed on the container and the support plan
- Staff member should record the amount of medicine taken and the time at which it was taken and reason for dosage. A copy is to be sent to parent.
- Staff will need to consider how the procedures listed above can be adapted in certain circumstances, e.g., turas scoile, staff member absence, games, etc.
- If the child is attending extra-curricular activities special arrangements need to be made by parents with the respective múinteoir/cúntóir.

### 4. Storage

Arrangements are made by the school for the safe storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.

- Medicines should be in their original packaging and be clearly marked with the child's name and prescriber's instructions. Medicines transferred to alternative containers such as monitored dosage systems must be labelled by the pharmacist in the same way and be accompanied by a patient information leaflet.
- A member of staff should record the amount of medicine received, the name of the child for whom it is intended, the expiry date and the prescriber's instructions on the designed and agreed form (Child Support Plan/Plan Tacaíochta an Pháiste)
- The member of staff and the child's parent/carer are both requested to sign to confirm the medicine has been handed over to the school.
- Expired or unused medicine should be returned to parent/carer as a matter of routine. Both parent/carer and staff member should sign to say that this has been done.
- Medicine involved is stored in a sealed container in the relevant classrooms to which pupils do not have unsupervised access. Relevant class teacher/S.N.A. only have access to same. The nature of the medicine will determine storage arrangement.
- Epipens will be indicated by blue signs and stored in a sealed container in child's classroom, on top of intercom box inside class door.

- The Plean Tacíochta an Pháiste/Child Support Plan (which should include the name of the child and information about the dose to be taken) should be stored with the medicine.

## **5 Emergency**

- 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, with particular reference to what may be a risk to the child.
- 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/ambulance should be secured in emergencies at the earliest opportunity.
- Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.
- At no time should an emergency dose be such that it could harm the child if inappropriately administered. Confirmation of this should be obtained in writing from the medical practitioner responsible for the child before a school would agree to hold such lifesaving medication in its care. Where possible, injection needles would not be held on the premises and epipen type injections should be used.
- Epipens are kept in the child's seomra ranga. A blue sign saying "Epipen" is on the outside of the container.
- The following guidelines are in place regarding pupils with a Nut Allergy.
  - Adults and pupils dealing with the pupil in the classroom or setting do not eat nuts or any item with nut trace
  - Advise children not to offer or exchange foods, sweets, lunches etc.
  - If going off-site, medication must be carried, by relevant personnel.
- In the event the pupil comes in contact with nuts, 5ml Zirtec/Sudafed or other antihistamine will be administered immediately where it has been authorised by the parent. It is important that the pupil be kept calm to allow him to breathe calmly as he/she will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.

- Only in the event of anaphylactic shock should the pen be administered.
- Inhalers are kept in a secure labelled container in the child's bag.

## **6. Eolas Breise/Updating the School**

It is important that the school request information from parents to ensure that staff be made aware in writing of any medical condition suffered by any children in their class. Any information of this kind should be re-submitted every September by parents or should situations emerge/change during the year, that an Príomhoide be informed as outlined, as soon as possible. In emergencies, the staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further harm in accordance with training. While staff do not receive formal training in relation to the usage of epipen, they do receive information pertaining to this from a pharmacist and they will use their best endeavour where such circumstances arise. Children who are asthmatic, epileptic or diabetic or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person if necessary. Where children are suffering from life threatening conditions such as the above, parents and medical practitioner should outline clearly in writing, what can and can't be done in a particular emergency, with reference to what may be a risk to the child. We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

## ***Cuid 2: Gar Chabhair***

### **1. Links With Polasaí Gar Chabhair (First Aid Policy)**

This policy can be cross referenced with Polasaí faoi Ghar Chabhair sa Ghaelscoil. The First Aid Policy is a standalone policy but in terms of application of medicines it should be noted that the school operates a water and/or icepack application followed by note, and call to parent and/or emergency services if necessary. A copy of nótaí are kept on the child's record. It is the responsibility of the parent to notify the class teacher/S.N.A. in writing of any significant change in their child that may need monitoring.

### **2. C.P.R.**

The staff take regular training on C.P.R. An assigned member of staff is trained as a First Aid Responder.

### **3. Existing measures in the school include: -**

1. Medical details are requested of parents prior to their child starting school.
2. Renewal of such information every September is required.
3. Labelling of Inhalers and reminders to children to take extreme care of same. (Inhalers to be kept in child's mála scoile /school bag.)
4. Both computer and hard copy of Eolas Teagmhála/ Contact Details to be made available to staff.

5. Written message to parent detailing blood/ice-pack incidents.
6. A practice of contacting parent(s) in event of illness at school.
7. A co-operation-based link with School Nurse and Health Services Executive (H.S.E.)
8. S.O.S. cards on yard duty to indicate to fellow staff members what type of emergency/help is needed. **Glas (green)** = minor scrape or fall (help needed at scene)  
**Dearg (red)** = Blood injury, head, serious pain indicated by child serious reaction, attack, seizure etc. (All available help needed)

### **Roles and Responsibilities:**

The BoM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Príomhoide is the day-to-day manager of routines contained in the policy with the assistance of all staff members. The Leas-Príomhoide is the Safety Officer, and the maintenance and replenishment of First Aid Boxes is a post of responsibility within the middle management structure in the school.

### **Success Criteria:**

The effectiveness of the school policy in its present form is measured by the following criteria,

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

### **4. Implementation and Review:**

This policy will be reviewed regularly in the event of incidents or on the enrolment of child/children with significant medical conditions. In these and in all matters the Dept. of Education and Skills (D.E.S.) guidelines on best practice are adhered to. Each case involving any/all of the elements of this policy will be assessed and evaluated individually. Therefore parts/sections of the associated forms (child support plan/medicine report/indemnity form etc) may need to be altered to suit.

### **Aguisíní Ábhartha leis an bpolasaí seo:**

1. Cúntas faoi Dháileadh Leighis
2. Cúntas faoin Leigheas
3. Indemnity Form
4. Foirm; Dáileadh Leighis ar scoil
5. Plean Tacaíochta an Pháiste