

Medical Policy of St Laurence's National School

Introduction:

This medical policy was drafted by staff of St Laurence's National School. It was done because our pupils' health and safety is of prime concern to us and it is essential that parents and teachers work together for the good of the children in this regard.

Medical Information:

It is important that the school is aware of any medical condition that may affect your child during the school day. This may include information on allergies, eyesight etc. Please fill in the relevant space in the school's application form. If there is no such condition please write 'NONE'.

In the case of a child becoming ill at school, parents/guardians will be contacted. Please make sure you have filled out and sent Emergency Contact details to the school. It is the responsibility of parents to ensure that all contact numbers are current.

Infection in School:

Infections in school children are common. However, not all infectious diseases are contagious. If you discover that your child has an infectious disease please inform the school immediately, especially in the case of an illness which may affect other children. Please keep your child away from school until he/she is clear of infection and check with your GP when your child is fit to return to school.

Head-louse infection is a regular problem in the classroom. Please keep your child at home until he/she is fully clear of the problem. All parents/ guardians will be informed by letter if there is a case of head lice in your child's class.

First Aid:

From time to time minor incidents such as cuts and abrasions etc. will occur. The staff at the school will deal with these by cleaning the cut with an antiseptic wipe and if necessary applying a plaster. Where a cut is too large for a plaster, padding and a bandage will be used. Parents are expected to check under the plaster/dressing when the child returns home from school. Where bumps occur an ice-pack/ice is applied to the area for a period of time. The children are monitored closely by staff when such bumps occur. Wasp spray/cream is available in the school, should the need for it arise.

Should it be deemed necessary parents will then be contacted at work or at home if their child needs attention. Parents should also notify the school if their child/ren has allergies to plasters, creams etc. Should parents not want cuts etc to be dealt with by school staff, they must put this request in writing to the school.

Emergency Procedure:

Where a child has a fall/cut which is considered very serious, an ambulance will be called. Where a child has a fall/cut which requires medical attention, and where it is safe to move the child, the parents/guardians will be contacted. Failing that, the child will be taken for medical treatment as soon as possible by a staff member. Staff in the school will continue to try and make contact with the parents/ guardians.

Reporting Accidents in the School:

Minor cuts and abrasions will be treated as outlined under 'First Aid' and documented in the first aid book. It is expected that parents check plasters that the child may be wearing on return home from school. General incidents will be reported to the class teacher. Incidents of a more serious nature will be recorded in the incident book. An accident report form will be filed where medical intervention is required. Where a child receives a serious blow to the head, parents will be notified. Staff should keep a record of how/when this notification is carried out.

Administration of Medication Policy

Introduction:

An administration of medication policy has been in the school for many years. In November 2015 it was updated by staff of St Laurence's National School.

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
- Fulfill the duty of the Board of Management 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

Procedures:

- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere e.g. sports, school tours, in the church, swimming etc.
- Parents are required to inform the school of health/medical issues when enrolling their child/ren in the school.
- No staff member is obliged to administer medicine or drugs to a pupil. In certain situations staff members may agree to become involved in the administration of medicine to pupils. Any staff member willing to administer medication works under controlled guidelines set out below:

In the case of a child with a serious/long-term medical ailment, which may necessitate medical intervention during school hours, parents/guardians are obliged to:

- write details of the ailment in a letter to the Board of Management
- enclose any useful information, which may be available from Specialist/G.P.
- outline the necessary steps to be taken for the required medical intervention
- give contact numbers of minder/G.P./Specialist etc.
- sign an indemnity form in respect of any liability that may arise regarding the administration of medication or failure to make contact with the above mentioned personnel.

Medications are hereunder listed in **three** categories:

Category A medication includes:

- Anaphylactic Shock Injection Pen
- All other injections for life threatening/severe allergies

Category B medication includes:

- Inhalers
- Drugs used to treat A.D.H.D.
- Long term medication for such conditions as Cystic Fibrosis, Heart Problems, Diabetes, Asthma etc.

Category C medication includes:

Suppositories, Antibiotics, painkillers, Calpol, Cough Mixtures, Eye Drops, Ointments, Antiseptic Creams and all non prescription drugs.

ADMINISTRATION OF CATEGORY A MEDICATION

Before any Category A medication may be administered to a pupil the following steps must be taken:-

- Parent/Guardian is obliged to write to the Board of Management outlining nature of child's illness/problem/allergy. He/She must give details of the type of medication to be administered to the child in the event of this procedure becoming a necessity.
- Medication will be administered only after parents/guardians have filled in the requisite form, approval is granted by the Board of Management and staff members have volunteered to administer the medication.
- The request must also contain written instructions of the procedure to be followed in administering the medication.
- Staff members when administering medication to pupils must exercise the standard of care of a reasonable and prudent parent.
- The Board of Management must seek an indemnity from the Parents/Guardians in respect of any liability that may arise regarding the administration of the medication. A Board of Management representative will also sign this form.
- Board of Management will inform the schools insurers accordingly.
- The Board of Management will undertake the provision of safe storage place for Category A Medication. There is a first aid kit in the classes where this type of medication is needed.
- As in all cases in school requiring medical intervention professional assistance i.e. ambulance, doctor will be called immediately and parents should provide the school with a list of both professional and personal numbers which are to be contacted should the need arise.
- The names and photographs of children with medical needs, numbers of classrooms, drugs to be administered and other necessary information will be displayed on Notice Boards in the staffroom and in the folders at the first aid stations.

ADMINISTRATION OF CATEGORY B MEDICATION

Before any Category B medication may be administered to a pupil the following steps must be taken:-

- Parents will be requested to write to the Board of Management
- Letter must outline:- A) nature of the child's disability/illness and B) the type of medication which must be administered during school hours in the event of the child requiring same.
- The request must contain written instructions as to the procedure to be followed in administering the medication.
- A list of contact numbers of persons authorised to administer the medication should be provided.
- In the case of older children who are able to self-administer medication the parents/guardians should provide the Board of Management with a letter authorising this.
- The medication should be kept in the child's schoolbag in a secure, labelled container.
- The Board of Management must seek an indemnity from the parents/guardians in respect of any liability that may arise regarding the administration of the medication. A Board of Management representative will be obliged to sign this form.
- The Board of Management will inform the schools insurers accordingly.
- Only the children who are severely affected in this category have their names and photographs, numbers of classrooms, drugs to be administered and any additional information displayed on Notice Boards in the staffroom and in the folders at the first aid stations.

ADMINISTRATION OF CATEGORY C DRUGS

A teacher will never administer drugs or any type of medication listed in this category to a pupil.

Administration of Medication – Category A Drugs
School Year _____

Child's Name: _____

Teacher's Name and Classroom: _____

1. Details of child's condition:

2. Details of Medication and Method of Administration:

Contact Numbers:

Parents: _____

Minder/Carer: _____

G.P./Specialist: _____

Permission from parent/s for administration of medication by a staff member: Yes No

Agreement from staff members to administer medication: _____

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well being of my/our child. I/We understand that we must inform the school/teacher of any changes of medicine/treatment in writing and that we must inform the teacher each year of the prescription/medical condition. I/We accept responsibility to update medicines, contact numbers and photos. I/We understand that school personnel have no specialised medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Parents' signature: _____

Principal's signature: _____

Board of Management signature: _____ Date: _____

Administration of Medication – Category B Drugs
School Year _____

Child's Name: _____

Teacher's Name and Classroom: _____

2. Details of child's condition:

3. Details of Medication and Method of Administration:

Contact Numbers:

Parents: _____

Minder/Carer: _____

G.P./Specialist: _____

*Permission from parent/s for administration of medication by a staff member: Yes No

Agreement from staff members to administer medication: _____

*Permission from parent/s for administration of medication by the child: Yes No

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well being of my/our child. I/We understand that we must inform the school/teacher of any changes of medicine/treatment in writing and that we must inform the teacher each year of the prescription/medical condition. I/We accept responsibility to update medicines, contact numbers and photos. I/We understand that school personnel have no specialised medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Parents' signature: _____

Principal's signature: _____

Board of Management signature: _____ Date: _____