

MEDICAL POLICY

Ref. also Health and Safety Statement

Your child's health and safety is of prime concern to us and it is essential that parents and teachers work together for the good of the child 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 Medical Information Form and Permission Slip. If there is no such condition, please write 'NONE'.

In the case of a child becoming ill at school, parents/ guardians will be contacted. You will be notified if your child has any fall involving a bang on the head. Please make sure you have filled out and sent an Emergency Contact Information Form to the school.

INFECTION IN SCHOOL

Infections in school children are common. However, not all infectious diseases are contagious. In the case of contagious diseases (chicken pox, infective hepatitis, measles, mumps, rubella (German measles), scarlet fever, glandular fever, whooping cough, impetigo (school sores), ringworm (tinea), head-lice, scabies), all parents/ guardians will be informed by text message and or letter. 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-lice infection is a regular problem in the classroom. Please keep your child at home until he/ she is fully clear of the problem.

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 washing the cut with water or an antiseptic solution (as indicated by parents on the medical form) and if necessary applying a plaster. Parents are expected to check under the plaster when the child returns home from school. Children who have fallen and been treated will have an 'I fell today' sticker to remind them and parents to check cuts or grazes. Parents may also opt for Arnica 6 to be given to their child where a staff member feels bruising may occur. Children who have been given Arnica will also have sticker to state this.

Please complete the Permission Slip for basic First Aid to be administered to your child. If for any reason you do not want us to treat cuts etc, please state this clearly on the form. You will then be contacted at home or work if your child needs attention.

ADMINISTRATION OF MEDICINES

You are required to complete the form detailing any medical information that may affect your child while at school. The Board of Management requires that parents inform their child's teacher in writing of any medical condition their child may have. It is the parent's/ guardian's responsibility to notify subsequent teachers. 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 to personally undertake the administration of medicines.

Under normal circumstances* no oral medicine or tablets will be administered by the staff. This includes medicines which have been prescribed by your own doctor for your child. If your child is ill enough to require medicine while in school, please keep him/ her at home until the treatment is completed.

Children are not permitted to keep medication in their own possession. Parents/ guardians may think it appropriate on certain occasions for older children to bring medicines into school (e.g. Paracetamol). The class teacher must be informed in writing if your child is carrying medicine of any sort (including cough sweets, cold-sore creams and other pharmaceuticals). The note should identify the medicine and give the child permission to self-administer it. However the teacher will store the medicine for the duration of the school day. It is the responsibility of the child to remind the teacher when he/ she needs the medication. The child should only carry the quantity needed for the school day. Where children carry inhalers, they should be competent to self-administer.

*Procedure for parents of children with long term illness requiring administration of medicine within school hours e.g. diabetes, severe allergies.

In the event of a child requiring to take medicines while in the care of the school, the following procedures will apply:

- Parents write to the Board of Management requesting permission for the administration of medicine during the school day, and outlining the procedure involved. Where children are suffering from life threatening conditions, parents should outline clearly, in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Written details should include the name of the child, name and exact dosage of medication, whether the child should be responsible for his/ her medication, the circumstances in which medication is to be given by the teacher and consent for it to be given, name of doctor to be contacted in emergency, when the parent/ guardian is to be notified and where he/ she can be contacted, parent/ guardians signature.
- Two members of staff are needed in order to administer medicine (in the case of absence). Staff are not obliged to undertake these responsibilities and teachers should not administer prescribed medication without specific authorisation of the Board. Should staff agree to administer same, the parents/ guardians are required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in the school. The Board will inform the school's insurers accordingly. In as far as

possible children should self-administer. A written record of the date and time of administration must be kept.

- Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.
- Parents/ guardians are responsible for ensuring that adequate supplies of up-to-date medicines are available. The medicines will be kept out of reach of pupils in the school.
- 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.
- Request for administration of medication should be renewed at the beginning of each school year.

EMERGENCY PROCEDURE

'Emergency' refers to a serious accident where medical intervention is required.

Where a child has a fall/ cut which is considered serious, the first aider will be called upon immediately.

Where it is safe to move the child the parents will be contacted. Otherwise an ambulance will be called.

Should parents or the specified emergency contact on the child's registration form be unavailable the school will call a doctor.

REPORTING ACCIDENTS IN THE SCHOOL

Minor cuts and abrasions will be treated as outlined under 'First Aid'. It is expected that parents check plasters that the child may be wearing on return home from school and take note if the child is wearing an 'I fell' or 'I had Arnica' sticker. General incidents will be reported to the class teacher as soon as possible after they occur. Incidents of a more serious nature will be recorded in the incident book which is stored by the school secretary. An accident report form (see Appendix 8.23.1 in Health and Safety) will be filed where medical intervention is required. An accident that requires medical intervention either immediately or post accident will be reported to the Board of Management by the Principal on his/ her report to the Board of Management at the next meeting. Confidentiality will be respected where possible and the child(ren) involved will not be named unless absolutely necessary. Where a child receives a blow to the head, parents will be notified. Staff should keep a record of how/ when this notification is carried out.

RATIFICATION & REVIEW

The Medical Policy was ratified by the Board of Management on 18.03.2010. It was reviewed, amended and re-ratified on the 17.04.2012.

ADMINISTRATION OF MEDICINES/MONITORING OF MEDICAL CONDITION

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Diagnosed Condition: _____

Prescription Details: (to include medication, dosage, times etc)

Is the child to be responsible for taking the prescription him/herself?

Yes No

Description of Medical Condition:

What Action is required

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 it is my/our responsibility to ensure that medications are kept in date. I/We understand that we must inform the school/teacher of any changes of medicine/dose in writing and that we must inform the teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board and staff from any liability that may arise from the administration of the medication.

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____