

## **The Commons N.S. Medical Policy**

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 on the 'Application for Enrolment' form. If there is no such condition, please write 'NONE'.

If a child has a medical problem, their parents/guardians will receive a copy of the Medical Policy.

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, conjunctivitis, whooping cough, impetigo, ringworm, head-lice, scabies) all parents/ guardians will be informed by 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.

### **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/disinfectant and if necessary applying a plaster. Parents are expected to check under the plaster when the child returns home from school.

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, 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 medicine 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. 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.

If staff are not in a position to oblige/administer medication, parents/guardians need to make alternative arrangements.

### **Emergency Procedure**

Where a child has a fall/ cut which is considered 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 to the hospital as soon as possible by a member of Staff. 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'. It is expected that parents check plasters that the child may be wearing on returning 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 blow to the head, parents will be notified. Staff should keep a record of how/ when this notification is carried out.

This Policy was ratified by the Board of Management on 13th May 2015 and will be reviewed when/if need arises or every two years.

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Dear Parents/Guardians,

As the number of students receiving medication during school hours has increased, we have had to revise our policy and protocol for the administration of medication.

As you are aware, we do not have any trained medical personnel on staff. Our teachers have agreed to administer necessary medication to a number of students with the approval of the Board of Management. We need full details from parents/guardians of how this should be done.

Please complete the attached Form to give us full details of the medication prescribed for you child.

It is important to note that:

Medication to be inhaled or administered orally may be administered in school.

Trained staff will administer Anapen when necessary.

Any changes in instructions should be notified in writing to the school.

Parents are asked to ensure the safe delivery of medication to school staff directly.

Please do not ask children to carry or deliver medication without discussing this with the principal.

It is the responsibility of the parents/guardians to ensure the continuing supply of medication.

Any medicines remaining at the end of the school year will be returned to the parents.

If you have any queries in relation to this matter, please do not hesitate to contact us.

Yours Sincerely,

Joe Cannon

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**Appendix 1, Form 1**

Administration of Medication to Students

Request to Board of Management of The Commons N.S.

1. I/We, the parents/guardians of

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ask the Board of Management of The Commons N.S. to allow a member of

staff to give medication to my child.

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2. I wish to state:

a) Why the medication is needed \_\_\_\_\_

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b) Name of medication \_\_\_\_\_

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c) When the medication should be administered \_\_\_\_\_

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d) Dosage to be administered and the procedure to be followed for the administration of this medication.

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e) Method of storage of this medication (e.g. fridge, locked cupboard, etc)

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f) Telephone number where parent/guardian may be contacted at all times in the event of an emergency.

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g) Family Doctor \_\_\_\_\_

Telephone \_\_\_\_\_

- 3. Should there be any change in medication, I/We will write to the Board of Management before this change takes place to notify them of same.
  
- 4. I/We understands that the school's insurers will be notified of this arrangement.
  
- 5. I/We indemnify the Board of Management in respect of any liability that may arise regarding the administration of this medication.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Parent/guardian

Parent/guardian

Appendix 2, Medication Chart Record

Medication Chart for \_\_\_\_\_

Date

Drug

Dosage

Time

Signed \_\_\_\_\_

Date \_\_\_\_\_

Parent/guardian

Staff Action Plan In case of an allergic reaction to nuts.

### **Classroom**

In the event that a pupil suffers an allergic reaction to nuts in the classroom:

Class teacher will go straight to the medicine cabinet located in the staffroom and get the Anapen Junior.

Class teacher will follow the administration instructions for the Anapen Junior.

Once the Anapen Junior has been administered, the class teacher will quickly inform the teacher next door of the emergency and ask them to phone 999.

Class teacher will return to the medicine cabinet for the Prednesol tablets and the Phenergan solution.

Finally, class teacher will administer the Phenergan solutions

(3 x 5 ml spoonfuls) and 4 prednesol tablets (dissolved in water) to the child.

### **Yard**

In the event that a pupil suffers an allergic reaction to nuts in the yard:

The teacher on yard duty will take the child to the Staff Room where the administration of Anapen Junior will take place.

The teacher on yard duty will then inform another staff member of the emergency and ask them to phone 999.

The Phenergan Solution and the Prednesol tablets will then be administered (as above).

Ratified by the B.O.M. on 11th February 2020