

Medical and Administration of Medication 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 essential that the school be made aware of any medical condition that may affect your child during the school day. This includes information on allergies, eyesight problems etc. It is a requirement that you include this information on the school's registration form when registering you child in Greystones Educate Together N.S..

In the case of the teacher being aware that your child is ill, you will be contacted and if your child receives a bang on the head as the result of a fall, you will be notified. In the case of infectious diseases which are contagious, all parents will be notified. Please inform the school if you suspect your child has contracted any of the following.

- Mumps
- Measles
- Hepatitis
- Rubella
- Ringworm
- Scabies
- Headlice
- Whooping-cough
- Glandular Fever
- Impetigo
- Scarlet Fever
- Chicken Pox

Please keep your child away from school until he/she is clear of infection and check with your G.P. if your child is fit to return to school.

First Aid

From time to time minor accidents will occur. The staff at the school will deal with these by washing the wound and applying a plaster. Please advise the school if your child has a known allergy to plasters.

Administration of Medicines

Under normal circumstances (except in circumstances of long-term illness e.g. diabetes) no oral medicine or tablets will be administered by the staff. Children are not permitted to have medication (e.g. inhalers) in their possession. These will normally be stored securely in the teacher's desk. The child should be competent to self-administer. Parents must complete the consent form (appendix A) if medication is required on the school premises.

Emergency Procedure

Where a child has had an accident which is considered serious, an ambulance will be called and parents notified.

Reporting accidents in school

All accidents of a serious nature will be recorded in the Incident Book.

Administration of Medication

Under the provision of the Education Act 1998 and the regulation of the Department of Education and Science, the Board of Management of Greystones Educate Together NS is the body charged with the direct governance of the school. Concerns should be addressed to the Board of Management of the school. The Department cannot direct any member of the Board of Management or the teaching staff of the school to administer medical treatment to pupils, actions and procedures which are normally carried out by medical professionals such as doctors and nurses.

Rationale & Aim

This policy has been formulated in order to ensure that when children require medication, the school is in a position to administer this medicine in a correct manner. Two staff members are designated with administering medicine and these names are clearly identified in the form which parents sign.

Policy

1. No teacher can be obliged to administer medicine or drugs to a pupil
2. Any staff member who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe. A staff member who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable

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precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed.

3. The parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a member of the staff to administer the medication:
 - a) The request should also contain written instructions of the procedure to be followed in administering the medication;
 - b) The Board of Management, having considered the matter, may authorise two staff members to administer medication to a pupil.
 - c) If the staff member is so authorised she/he should be properly instructed by the Board of Management.
 - d) In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent teacher.
 - e) The Board of Management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.
4. Arrangements should also be made by the Board of Management for the safe storage of medication and procedures for the administration of medication in the event of the authorised teacher's absence. It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.
5. A diary will be stored along with the medication so that a record for administration can be kept. This is to be filled in by the designated staff member each time medication is administered.
6. In emergencies teachers 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.
7. Where possible, schools should request that medical practitioners would arrange times for medication so that they don't coincide with school time.
8. It is important that Boards of Management request parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.



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9. Children who are 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.

10. Parents, in signing the consent form, also agree

- a) to produce for inspection by the class teacher , staff, principal and BOM as full and detailed account as possible of the child's medical problem, history and type of intervention required.
- b) to ensure all medicines are within the use by date and are replenished as required.
- c) To always be contactable in case of emergency.

Form for administration of Medication

Name of child

Name and address of Mother/ Father/Guardian

Phone numbers

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Emergency Back up Numbers-

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Doctor's Name/ Phone Number

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Name of Medication

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Instructions on Medication

Designated member of staff to administer the medication

If this person is absent, who will administer?

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Signed.....(Principal of school)

Signed(Mother / Guardian)

Signed(Father/ Guardian)

This policy was ratified by the Board of Management of Greystones Educate Together N.S. on.....

Signed.....(Chairperson)

Due for renewal annually