



Scartleigh National School

SALEEN, CLOYNE, CO.CORK.

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School roll number 17600S

Charity regulator number 20206217

Administering of Medicines and First Aid Policy

Aims:

Provide clarity to staff regarding how to deal with accidents – both minor and serious.

- 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 (diabetes/asthma etc)

Roles and Responsibilities:

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.

Aine Galvin the Safety Officer and he/she maintains and replenishes First Aid Boxes.

General Introduction:

A First Aid agreement must be completed by parents/guardians of each child on registration. This form will allow the parent/guardian to report any issues relating to their child's health such as allergies or asthma etc. If there is an illness or allergy etc, parents will then be asked to fill in 'Medical Consent Form 1'. Any changes in a child's medical condition must be communicated to the school in writing.

- All matters relating to incidents/accidents must be recorded in the Accident/Incident Book. This relates to all serious or noteworthy accidents or incidents at the teacher, principal or Health & Safety Officer's discretion.
- All incidents, accidents, bumps or bruises must be reported to a child's parent.
- Parents/guardians must inform the school of any medical conditions and allergies etc.
- Parents are asked to supply three emergency numbers to the school, lest incident arises.
- List of allergies and health conditions can be found in first aid box in secretary's office in senior school and in the first aid box in the staff room in the junior school.

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 medication in school. The Board of Management will inform the school's insurers accordingly.

Illness:

A pupil who shows signs of illness (vomiting bug etc) should be kept at home for at least 24 hours after last episode. Requests from parents to allow their child to stay inside during break times cannot be accepted. A child who is too sick to play with his/her peers or go outside during break times should not be in school. The school is unable to provide adequate supervision both inside and outside the school, during break times.

Situations do arise however, when a child appears well in the morning and then gets sick during the day. On such occasions every effort will be made to make the child comfortable. The class teacher will decide whether the child in question should be sent home. Parents/guardians will be contacted and requested to take the child home.

If the school is unable to make contact with parents/guardians a decision will be made as to whether the child needs medical assistance. If deemed necessary the school's doctor/ambulance services will be contacted. If not the child will be made as comfortable as possible until a parent/guardian arrives.

First Aid Boxes:

First Aid boxes are kept in the secretary's office (on the wall) in the Senior school and in the staffroom in the Junior school.

Mini First Aid Bum bags are located on hooks inside junior and senior yard doors.

Second named person on yard brings the Bum Bag to yard.

A full medical kit is taken when are engaged in 'out of school activities' such as tours, swimming and extra curricular activities.

Class lists with emergency contacts are located in both first aid boxes.

Accident Procedure:

Despite supervision and our best efforts, accidents occur. Minor accidents are treated at school, while medical and parental help will be sought when more serious incidents arise.

Disposable gloves must be worn at all times whilst administering First Aid.

In general, slight cuts and grazes are treated using distilled water, disinfectant wipes and antiseptic gauze strips. Plasters are avoided. Ice packs with protective covers are applied in the case of a bumps and bruises. If a child is wearing tights or skinny jeans, two adults will accompany the child to a toilet, where he/she can undress so that the child's wound may be treated. Parents will be informed and are asked to check the cut, bump or bruise etc that evening.

If there is any cause for concern, parents will be contacted immediately and asked to bring the child home or seek medical attention. A parent **will always** be contacted in the case of a head bump or bang, even if it is a very minor bump. The teacher on yard duty will inform the class teacher of any incidents and the onus is on the class teacher to inform parents/guardians of any accidents in the yard.

Serious Accident:

If a serious accident occurs, the child will be made as comfortable as possible and every effort will be made to contact parents/guardians. An ambulance will be called.

Staff will follow the instructions given by emergency personnel by phone until the ambulance arrives. The principal where possible will accompany the child in the ambulance until a parent/guardian arrives where permitted.

SERIOUS ILLNESSES & ADMINISTRATION OF MEDICINE

There are a number of children currently in the school who have serious medical conditions; these conditions and how they will be dealt with are listed below. Please note that it is a parent's responsibility to keep the school informed about a child's health, illnesses, allergies and changes in medication. This can be done through the individual pupil's 'Medical Consent Form 1' form. Every child in the school with a medical issue must have a pupil 'Medical Consent Form ' on file.

On receipt of medicine for storage in the school, expiry dates on Medicine will be recorded by the parents to ensure the medicine is in date.

Asthma:

- *Minor asthma*: the child's blue, ventolin or reliever inhalers will be kept safely in the child's schoolbag. It may only be taken under the supervision of the child's teacher, following the instructions on the child's 'Medical Consent Form 1'.

- *Serious asthma*: As above, the child's blue, ventolin or reliever inhaler will be kept safely in the child's schoolbag. It may only be taken under the supervision of the child's teacher/or another staff member. An asthma attack, chest pains or breathing problems will immediately be reported to the child's parents.

Allergies:

- Please see the attached allergy medical/asthma/gluten free pupil profiles.

Medicine:

- Prescriptions, such as antibiotics or cough medicine will neither be stored nor administered to pupils in school.

- Non-prescriptive medicines will neither be stored nor administered to pupils in school.

In consultation with the principal, parents can come to school and administer

medicines to children.

Critical Illnesses/allergies:

- Prescribed medicines for a child with a critical illness or allergy will not be stored in or administered in school without the written consent of parents (Medical Consent Form 1') and the specific authorisation of the Board of Management. The medicine is stored securely out of the reach of children.
- A written record of the date and time of medicine administration must be kept by the staff member who administered the medicine.

If medicine is administered, parents must be informed.

- 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.

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 undertake the administration of medicines.

INFECTIOUS DISEASES:

Staff must be informed of infectious diseases so that steps can be taken to ensure the safety of staff and students against such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. The caretaker ensures that toilets and wash rooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

FIRST AID TRAINING:

Some staff members (2014/2015) received training in use of the defibrillator.

Caretaker is currently trained as a first responder.

Medical Consent Form 1- FOR PARENTS/GUARDIANS
-For the administration of prescribed medications in school.

Name of child:

Class Teacher:

Name and dose of medication:

Circumstances in which medication is to be given

Date: _____

Dear Chairperson B.O.M.

We are seeking your authorisation for a member of staff to administer the above medication to our son/daughter

Sincerely,

Parent/Guardian.

Please note:

- **Where children are suffering from life threatening conditions parents/guardians should outline clearly in writing what can and can't be done in a particular emergency situation with particular reference to what may be a risk to the child.**
- **It is the parent/guardians responsibility to check each morning**

whether or not the authorised teacher/SNA is in school.

- **The medicine must be kept out of the reach of other children.**

Names of staff members as authorised by the B.O.M. to administer prescribed medicine:

Medical Consent form 2- TEACHERS
-For the administration of prescribed medications in school

The Board of Management has authorised for medicine to be administered to the following pupil in your class.

Name of child:

Class Teacher:

Name and dose of medication:

Circumstances in which medication is to be given

Names of staff members authorised by the Board for administration of prescribed medicines.

RESPONSIBILITY OF CLASS TEACHER:

- Class teacher must store medicine in a locked drawer and make arrangements for a spare key in case of teacher's absence.
- Anapens to be stored in the classroom
- Ensure that the pen is taken each time the child leaves the school.
- A written record of the date and time of administration must be kept by staff member who administered the medicine.

Implementation/Ratification and Review

This policy will be reviewed on an annual basis.

This policy was adopted by the Board of Management on 22/2/23.

Signed: Thomas Carey
Chairperson of Board of Management

Signed: Denise O'Donoghue
Principal

Date: 22/2/23

Date: 22/2/23

This policy was reviewed by the Board of Management on _____.

Signed: _____

Signed: _____

Chairperson of the BOM

Principal/Secretary of the BOM

Date: _____

Date: _____

This policy was reviewed by the Board of Management on _____.

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