

Medication administration, Illness and Accident Policy



St Benignus NS, Balscadden

1.0 Guiding Principles

1.1 St Benignus NS, Balscadden is committed to supporting the optimal learning environment for all its pupils. It will seek to ensure that pupils' health issues are managed positively and proactively as part of this commitment. Good communication between the parent/guardian and the school is central to this.

1.2 The actions of all staff will be that expected of the standard of care of a reasonable and prudent parent.

2.0 Medication

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

2.2 Prescribed medicines will **not** be administered in school without the specific authorisation of the Board of Management and the written consent of parents (Appendix 1).

2.3 Prescribed medication will be stored in the Principal's office in a locked press or in the staff fridge in a child proof container.

2.4 Where possible the family doctor should arrange for the administration of medicines outside of school hours.

2.5 When administration of medication is **necessary** for a child during the school day the following procedure will be used:

2.5.1 The parent/guardian of the pupil concerned shall fill out the appropriate form (Appendix 1) requesting the Board to authorise members of the teaching staff to administer the medication using the appropriate form. A letter from the doctor with her/his details verifying the details in the form should accompany the form. It is the parent's responsibility to check each morning whether or not the authorised teachers are in school. It is the parent's responsibility to check if the medication is out of date and/or suitable for use. The Board of Management authorizes the Principal to sanction the administration of the

medication once the above is in order. The Principal shall inform the Board of any new applications at the next meeting.

2.52A new form will be completed at the beginning of each school year and whenever there are significant changes in dosage or time of administration. This information must be supported by a letter from a doctor.

2.53A written record of the date and time of administration must be kept. This can be recorded on the information sheet (Appendix 2) that is kept with the medication. This should include the type of medication administered, the time/date, quantity and person who administered the medication.

2.54Where a child is suffering from a life threatening condition, parents must outline clearly in writing what should and should not be done in an emergency situation. This information must be supported by a letter from a doctor.

2.55In emergency situations qualified medical assistance will be secured at the earliest possible opportunity.

2.56In the event of a school tour/outing, the school will endeavour to support the pupil's full participation, as far as reasonably possible, up to and including the parent/guardian accompanying their child on the trip. It is the responsibility of the parent to ensure that the necessary arrangements are made to meet the particular medical needs of the child.

2.57Parents will be 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 medications in school (Appendix 1).

2.58This policy will be reviewed as necessary.

3.0Accidents/Acute Illness

Action to be taken will depend on the severity of the illness/injury, but in general the following principles will apply:-

3.1In the event that pupils become ill during the school day parents or parent appointees will be requested (by telephone) to collect their children from the school.

3.2Pupils are not permitted to leave the school premises during the normal school hours unless accompanied by their parents, or parent appointee. Pupils who wish to attend dental or medical appointments must therefore be accompanied by their parents/parent appointee when leaving the school. Parents/parent appointees must sign their child/children out from the office.

4.0First Aid

4.1 A fully equipped First Aid box is available in the Secretary's Office.

4.2Any injuries requiring First Aid in the playground during break times should be sent to the Secretary's Office.

4.3 Any First Aid rendered by the school is intended to be purely of a temporary nature. Injuries should be fully examined by parents/guardians when children arrive home.

4.4 First Aid will be administered in the Secretary's office, with the door open or in the school corridor outside the Secretary's Office by a member of staff.

4.5 In the case of an injury requiring intimate care, two members of staff will be present.

4.6 First Aid kits are available for bringing to football matches, football training or school trips.

5.0 Minor accidents

5.1 Accidents on the yard will be referred to the teacher on yard duty – the teacher will assess if the child requires/ does not require medical attention. Accidents elsewhere in the school will be addressed by the supervising teacher. The relevant class teacher will be informed about all accidents.

5.2 Parents will be notified, except in cases of minor cases, by means of a note in homework journal/telephone call or when the child is being collected from school.

5.3 Class teacher will be informed about accidents and requested to keep a watchful eye on the child.

6.0 Serious accidents

6.1 Where a child requires hospital treatment the Principal or other nominated staff member will endeavour to contact the parent/guardian to agree the transport arrangements. To facilitate this process it is important for parents/guardians to keep telephone numbers up to date.

6.2 If the parent is not available, or in the event of an emergency, the Principal or other nominated member of staff, will summon an ambulance and will request a teacher (or teachers) to accompany the child to hospital. Alternatively, in an emergency situation, the child will be brought to the doctor by car by two members of staff.

6.3 Where contact with the parent has not yet been established the Principal, or other nominated member of staff, will make every possible effort to do so at the earliest possible opportunity.

6.4 The supervising teacher will ensure that either the Accident Report Book or the Serious Accident form is filled out (Appendix 3). The Accident Report Book and copies of the Serious Accident Form are to be found in the Accident folder in the Principal's office.

This policy was reviewed ratified by the Board of Management following consultation with the Parents' Association and staff.

Chairperson of the Board of Management

Date

Principal

Date

Reviewed 11/6/2018

Previous Review Dates 19/9/2011

Appendix 1

Request and Indemnity form for the Administration of Prescribed Medication

Please note: This form must be accompanied by a letter from a medical doctor verifying the details of the form.

Child's name: _____

Date of birth: _____

Address: _____

Name of medication(s):

Exact dosage and time of administration of medication(s):

Should the child be responsible for his/her own medication?

In which circumstances should the medication(s) be administered?

When should you be contacted with regard to the administration of this medication?

I/We indemnify the Board of Management of St Benignus NS, Balcadden and its employees against all claims arising from the carrying out or failure to carry out the above instructions.

Parent/guardian signature: _____ Date: _____

Parent/guardian name: _____

Parent/guardian signature: _____ Date: _____

Parent/guardian name: _____