

St. Joseph's N.S., Leitrim Village, Roll No: 01125B

Policy on Accidents and Administration of Medicines

1. Introductory Statement

This policy was initially formulated by the staff of St Joseph's N.S. in September 2005. It was reviewed many times and last reviewed in December 2016. In this policy, the procedures which are to be followed by all staff, in the case of minor and major accidents are outlined. This calls for a high level of co-operation between the teachers, parents, pupils and Board of Management.

2. Aims:

1. To ensure that the child gets the best possible care and attention.
2. To set out unambiguous procedures to be followed.
3. To clarify the duty and responsibility of the teacher.
4. To empower the teachers to take positive action in the event of an accident.
5. To ensure the safety of all children and staff.

The following documents have been used in drawing up this document.

- The Education Act 1998.
- The Education for Persons with Special Educational needs Act 2004.
- The Disability Act 2005.
- The CPSMA Management Board Members handbook.
- Guidelines from the Irish National Teachers Organisation, 2012.
- Managing chronic health conditions in schools.

3. Content of Policy

The content of this policy will be addressed under the following sections: -

3.1 Notification of medical conditions to the school

3.2 Administration of Medicines

3.2.1 Minor Illness

3.2.2. Chronic Health Conditions

3.2.3. Prescription Medications

3.2.4. Responsibility for Administration of medication

3.2.5. Criteria in Considering a Medication Request

3.2.6. Non Prescription Medications

3.2.7. Safe Disposal of Medication

3.2.8. Indemnity

3.3. Accidents

3.3.1 Minor Accidents

3.3.2 More Serious Accidents/ Injuries

3.3.3. Very Serious Injuries

3.4 Designated First Aid Co-ordinator

3.5 Record Keeping

3.1 Notification of medical conditions to the school

All parents are asked to ensure that any necessary medical information must be stated on the school Admission Form. This must include details of any medical conditions (long or short

term), allergies, medication, up to date parent and doctor contact details. All such information will be considered confidential and only shared the school staff dealing with the pupil concerned. Should a child develop a condition or allergy subsequent to the enrolment of the child parents must notify the school immediately. Parents will be reminded of this at least once per school year via the school Communication Letter.

A list of all pupils with medical conditions, allergies and on medication, class by class, will be created each school year. Every teacher will be given a copy of this list. Teachers need this information as they will be dealing with children from other classes while on supervision duty. This information will be considered confidential.

3.2 Administration of Medicines

3.2.1. Minor Illnesses

A child who is ill and unfit to attend school would normally be kept at home until fully recovered. Occasionally, children become ill at school and the class teacher or principal will arrange for the parent(s) or guardian(s) to be contacted to bring the child home. In an emergency situation qualified medical help will be sought for the child.

3.2.2 Chronic Health Conditions

The Board of Management and the school is committed to ensuring the safety of pupils with chronic health conditions such as asthma, diabetes, epilepsy or anaphylaxis.

The parent(s) or guardian(s) have primary responsibility for their child's health and on enrolment must provide the school in writing with information about their child's medical condition or as soon as the condition develops. Parents of children with chronic health conditions will be asked to complete a Health Care Plan for their child. See Appendix C for a blank copy of this form. Parents will also be required to completed an Indemnity Form, see Appendix B.

Teachers and visiting coaches will be made aware of any students in their care who have been advised to avoid or take special care with particular activities. The parents of a child on medication must ensure that the school staff receive training on the correct administration of the medication, at the parents expense and out of school hours.

In line with the resources provided by the Department of Education and Skills, the school will make all efforts to ensure that all pupils with chronic conditions can participate in all aspects of the curriculum and the provision of appropriate adjustments as necessary.

3.2.3. Prescription Medications

Where a child needs medication for a chronic health condition, the Board of Management will make every attempt to facilitate a parent or guardian who needs to come into school to administer this or for pupils to return home for medication. In order to minimise disruption for the pupil, the parent(s) or guardian(s) are asked to request that where possible, doctors arrange times for the administration of medication at a time that does not coincide with school times.

Where a pupil is able to self medicate, it is the responsibility of the parent(s) or guardian(s) to ensure that all emergency and non-emergency medication that is brought into the school is clearly labelled with the: -

- pupil's name,

- name of the medication,
- dosage and frequency of the medication,
- expiry date of the medication.

Students with asthma need to have their medication to hand at all times. Students will keep their reliever inhalers with them in the classroom and will take them with them to PE, school trips and to other activities outside school. Students who require Epi pens should bring them to the schoolyard and give it to the teacher on duty in that yard.

3.2.4. Responsibility for Administration of Medication

It is the responsibility of the parent(s) or guardian(s) to check the expiry date of the medication and to appropriately dispose of out of date medication. Any medication requiring refrigeration must be sent to school in an airtight container clearly labelled with the details as set out above.

No teacher can be required to administer medicine or drugs to a pupil. In general teachers will facilitate and observe pupils taking the medication. Any teacher who is willing to administer medicines, as outlined below, should only do so under strictly controlled guidelines, fully confident that the administration will be safe and that it will be limited to emergency situations only.

A teacher who takes responsibility for administering medicines will do in good faith, carefully, correctly following the instructions given, have been given permission by the Board of Management to do so and will be fully covered by the parents signed indemnity form which will excuse the teacher and the school Board of Managements of all responsibility and legal action, in the event the medication incorrectly given, the incorrect does given or a failure of the medication to work properly.

Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed. The following procedures will apply: -

- the parent(s) or guardian(s) of the pupil concerned must write to the Board of Management requesting the authorisation of a member of the school staff to administer the medication
- the request must also contain written instructions of the procedure to be followed in administering the medication. The parent(s) or guardian(s) must outline clearly what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- the Board of Management, having considered the matter, may authorise or allow a teacher to administer medication to a pupil.
- a teacher will not administer medication without the specific authorisation of the Board of Management
- in administering medication to pupils, teachers will exercise the standard of care of a reasonable and prudent parent or guardian;
- the Board of Management will inform the school's insurers accordingly
- the Board of Management will seek an **Indemnity Form** from the parent(s) or guardian(s) in respect of any liability that may arise regarding the administration of the medication

Parent(s) or guardians(s) should ensure that these procedures are clearly understood before submitting any request for the administration of medication to the Board of Management.

Where the above procedure is put in place the Board of Management will give consideration to authorising another member of staff to administer the medication in the event that the regular teacher is absent from school.

3.2.5. Criteria in Considering a Medication Request

When considering an administration of medication request from parent(s) or guardian(s), the Board of Management will consider the request using the following criteria.

- Are procedures, in line with the INTO/CPSMA guidelines, followed when the parent(s) or guardian(s) make a request to the Board of Management that a teacher administer medication?
- What categories of medication may staff administer and under what conditions?
- Where a pupil has a specific medical condition, are members of the school staff aware of the likely symptoms of an attack/illness for that pupil? Where medication might be required, has training in the administration of medication been provided to school staff to deal with such circumstances?
- What arrangements are made when the member of school staff designated to administer the medication is absent?
- Who will administer the medication in an emergency?
- What safety precautions are needed for teachers? e.g. Has/have the teacher/s received clear instructions from the parent(s) or guardian(s) or more suitably qualified person as to exactly how and when the medication is to be administered?
- Has the indemnity form been completed?
- How are school staff informed of medication administration arrangements from year to year?
- How is safe storage and access to medication ensured?
- Are up to date contact details of parent(s) or guardian(s) available?
- Are emergency numbers available?
- How often is this particular case reviewed?

3.2.6. Non-Prescription Medications

Children are not permitted to carry non-prescription medications in school such as, but not limited to, cough mixtures, painkillers (paracetamol or ibuprofen) and anti-histamines and will not be administered to pupils. If found such medications will be confiscated and parent(s) or guardian(s) will be contacted.

Children from 3rd class up are permitted to carry a maximum of 2 medicated lozenges in order to facilitate attendance at school. It is the responsibility of the parent(s) and guardian(s) to monitor this on a daily basis.

3.2.7. Safe Disposal of Medications.

Parent(s) or guardian(s) must ensure that an adult collects out-of-date medication. Used Adrenalin auto injectors (Epi pens) must be given to the attending ambulance crew.

3.2.8. Indemnity

Parents of any child requiring medication or an Epi pen will be required to complete an Indemnity Form, see Appendix B. When and where possible teacher will observe the pupil self administer the necessary medication. This may not be possible if the pupil requires an Epi pen. The Indemnity Form will fully excuse the teacher and Board of Management of all responsibility and legal action in the event that the medication was incorrectly given or the medication did not work properly.

3.3 Accidents

3.3.1. Minor Accidents

On occasion, children are injured in an accident in the school. This usually happens in the schoolyard when children are playing. The teacher on yard duty initially looks after the injured child. If deemed necessary, the child will be taken to sit on a bench in the Junior Yard. No medicines are to be administered but cuts are to be cleaned and plasters or bandages applied as deemed appropriate. The use of plastic gloves is advised at all times. **Any follow-up treatment is the responsibility of the parent/guardian/medical profession.**

- **Any necessary medical information must be stated on the school admission form.**
- Parents/ Guardians of each child must sign the relevant section of the school admission form, to enable the teacher to take the child to a doctor in the event of **parent/guardian being unavailable**, or in the event of **extreme emergency**.
- Parents/ Guardians of each child must also sign the relevant section of the admission form giving their **consent for the teacher to apply first aid**.
- It shall be school policy to apply a hypo allergic plaster to all small cuts and grazes.
- A member of staff is only responsible for the **initial treatment of accidents that occur in school**. Any follow-up treatment is the responsibility of the parent/guardian/medical profession.
- Only teachers have access to the first-aid kit. Children are not permitted to apply dressings/bandages/ointments.
- The first-aid kit will be checked against the list in our Safety Statement, at the end of each term and restocked accordingly
- All serious accidents/injuries are recorded in an Accident/ Incident Report Form, signed by the teacher or staff member on yard duty and given to the principal. Blank forms are located in the press inside the main door, under the first aid box. Teachers/ Staff members will use their professional opinion and experience in determining whether or not to complete an Accident/ Incident Report Form
- The Accident/ Incident Report Form lists date and time of accident, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc.
- Very serious injuries will be notified to the schools insurers - Special Incident Report Form.

3.3.2. More Serious Accidents/Injuries

If considered safe to do so, the injured person is taken to a designated quiet area. The parent(s) or guardian(s) will be informed immediately, particularly if there is a suspicion of broken bones, head or eye injuries. The child is kept under observation until the parent(s) or guardian(s) arrive, with the emphasis on making the child as comfortable and settled as possible.

3.3.3. Very Serious Injuries

In the event of a very serious injury, if the considered opinion of the staff is that immediate professional help is required, an ambulance is to be called. The parent(s) or guardian(s) will be contacted immediately.

Urgent first aid to preserve life or prevent further serious injury shall be administered, the injured person shall be kept immobile and comfortable until a qualified medical professional such as a doctor, nurse or ambulance attendee can take over management of the situation.

On very rare and exceptional occasions a school staff member may agree that taking the child to Accident & Emergency in a private car is a more prudent option. Parent(s) or guardian(s) will be informed of this and are to be kept informed of the developing situations.

3.4 Designated First Aid Co-ordinator

The Board of Management will strive to ensure that at all times at least one member of staff will have an up to date First Aid certificate. It is the responsibility of the designated first aid co-ordinator to: -

- oversee the administration of first aid in the school,
- inform the members of the school staff of the first aid arrangements, including the locations of equipment, facilities and first aid personnel,
- ensure the adequate stocking of and availability of first aid equipment,
- ensure that an ambulance or other professional medical assistance is called when appropriate.

Staff who agree to act as additional designated first aid officers do so on a voluntary basis.

3.5 Record Keeping

Minor cuts and bruises can occur frequently during the school day or at break times and it will not be possible to inform parents of all such incidents. The teacher on duty, attending to the pupil with the cut/ bruise/ minor injury, will tell the pupil to tell his/ her parents about the incident. Parents will be informed about more serious injuries or bruises. This will include head injuries. Each teacher will use their professional opinion as to whether or not it is necessary to contact parents. The injured pupil, depending on the injury will be attended to, observed and asked to rest, if considered appropriate. The teacher may also seek the opinion of a member of staff with first aid training and or the principal as to whether or not it is necessary to contact parents.

If necessary the teacher on supervision duty will complete an Accident Form. These forms are located in the press, inside the main door, under the first aid box. The teacher on duty will complete the form, sign it and give it to the principal for file.

4. Role and Responsibility

Each teacher on yard duty takes responsibility for attending to any accidents on that day and recording it.

5. Success Criteria

Good communication and co-operation between school and home is essential for the successful implementation of this policy.

6. Ratification and Review

This policy will be presented to the Board of management for discussion and ratification in early 2017. It will be reviewed every two years, or sooner, should the need arise. The next reviewed is due in December 2018.

Appendix A

Guidance For Action on Types of Injuries

Please note that the following are only basic suggestions to be used as guidance only. This list is not exhaustive and will not replace the advice of a paramedic or a doctor.

Minor Cuts and Bruises

- Clean around cuts using sterile water and cotton wool, cleaning from the centre outwards.
- Gloves are to be used at all times.
- Plaster, gauze or lint is placed on the wound.
- Teacher observation is maintained.
- Children are advised to show and inform parent(s) or guardian(s).

Sprains/Bruises

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is to be implemented.
- Teacher observation is maintained and the parent(s) or guardian(s) contacted as necessary.

Faints and Shocks

- The casualty is put in an appropriate position.
- Group is kept back to ensure enough air for casualty.
- Casualty is reassured when they recover.
- Parent(s) or guardian(s) are contacted.
- The event is subsequently recorded on an 'Accident Form', signed by the teacher on duty and given to the principal for file. The Accident Forms are located in the press inside the main door, under the First Aid box.

Severe Bleeding

- Call for medical assistance.
- Sit or lie the injured party down.
- Press down on wound using gloves
- Raise the injured area or limb if possible.
- Put a clean dressing over the wound and secure it firmly with a bandage.
- If blood shows through the dressing then place another one over the first and bandage firmly.
- Treat for shock
- Contact parent(s) or guardian(s)

Stings/Bites

- If visible the sting is removed
- The area is cleaned.
- If case is serious, parent(s) or guardian(s) are contacted

Appendix B

Indemnity Form

The Following form will be on school headed paper

I/ We, _____

Parents of _____

Give written permission to the B.O.M. and staff of the above school to administer _____ (specify medication/ an epi pen etc) to the named pupil in case of an emergency.

Will inform all staff members as to the signs and symptoms to look out for that may lead to an emergency.

Will supply the school with _____ (specify medication / 2 epi pens) and ensure these epi pens/ this medication are always in date.

Will provide training for all staff on the administration of the medication/ an epi pen.

Will agree with the staff on the following order of events should an emergency arise:-

- (a) administer epi pen/ medication
- (b) phone for an ambulance
- (c) contact parents.

Will indemnify the B.O.M. and staff of the above schools for any liability that may arise regarding the administration of the above medicine (epi pen)

Signed: (Parents) _____

Date: _____

Signed (B.O.M.) _____

Date: _____

Appendix C

Parents' Form: Healthcare Plan

Healthcare Plan for a Student with a Chronic Condition at School

Note: To be completed by Parents/Guardians

Date form completed: _____

Date for review: _____

Student's Information

Name of Student: _____

Class Level: _____

Date of Birth: _____

Age: _____

Student's Address: _____

Teacher's Name: _____ Room No: _____

Siblings in the school: _____

Name: _____ Class: _____

Name: _____ Class: _____

Family Contact 1:

Name: _____

Phone (day) Mobile: _____ Phone (evening): _____

Relationship to student: _____

Family Contact 2:

Name: _____

Phone (day) Mobile: _____ Phone (evening): _____

Relationship to student: _____

Contact 3:

Name: _____

Phone (day) Mobile: _____ Phone (evening): _____

Relationship to student: _____

GP/Family Doctor:

Name: _____ Phone: _____

Consultant 1:

Name: _____ Phone: _____

Condition information for: _____

Consultant 2 (if applicable):

Name: _____ Phone: _____

Condition information for: _____

3. Details of the student's condition(s)

Signs and symptoms of this student's condition(s):

Triggers or things that make this student's condition(s) worse:

4. Routine Healthcare Requirements

During school hours: _____

Outside school hours: _____

5. Regular Medication

[For School Staff: Please also refer to the Emergency Plan for the condition attached to this plan]

7. Activities - Any special considerations to be aware of?

8. Any other information relating to the student's health care in school?

The school may contact the person named below for further information or training.

9. Name of Hospital Nurse for the student

Name: _____

Address: _____

Phone: _____

Parental agreement (please tick the correct reply)

I agree or I do not agree that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing

Signed by parent: _____

Print name: _____

Date: _____

Permission for emergency medication (please tick correct reply)

In the event of an emergency, I agree or I do not agree with my child receiving medication administered by a staff member or providing treatment as set out in the attached Emergency Plan. I understand that the staff /school will not be responsible for any incident/issue that may arise to the administration and/or non-administration of this medication.

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Signed by parent: _____

Print name: _____

Date: _____

The Board of Management has agreed this Healthcare Plan during the meeting held on _____.

Chairperson
Board of Management

Date

Emergency Medication Provision School Record

DATE	TIME	STUDENT'S NAME	MEDICATION	DOSE GIVEN	ANY REACTIONS	SIGNATURE OF STAFF MEMBER	PRINT NAME

This form is optional for parents but is recommended for potentially serious/life-threatening conditions

Management of Chronic Medical Conditions - For Staffroom Notice board

Child's name: _____

Current Class/Room No: _____

Teacher's name: _____

(Insert photo below)

Details of Child's Medical Condition:

What Staff Should Do in an Emergency Situation:

Parent signature: _____

Date: _____