

# *Scoil Naomh Eoin*

Killenard, Portarlington, Co. Laois, R32 F782.

**Tel:** 057 8626217

**Email:** office@naomheoin.ie

www.killenardschool.weebly.com



**Principal:** Stephen Donovan  
**Deputy Principal:** Anne T. Hillery

## **ADMINISTRATION OF MEDICINES SCOIL NAOMH EOIN, KILLENARD**

### **Introductory Statement & Rationale:**

This policy was drafted by the Board, the Principal and the in-school management team during the school year 2008/2009 following a review which documented practice & procedures in place over the years -

- In order to comply with current legislation
- Because very child's health and safety is of prime concern to us at Scoil Naomh Eoin
- And it is recognised that 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 made aware of any medical condition that may affect a child during the school day. This may include information on allergies, eyesight etc. Parents must fill in the relevant section on the enrolment form re Medical Information. If a child is diagnosed with any medical condition while already enrolled at Scoil Naomh Eoin, parents must inform the school at once. In the case of a child becoming ill at school, parents/ guardians will be contacted. They will be notified if their child has any fall involving a bang/bump to the head. Parents must provide the school with up to date Emergency Contact Information.

### **Infection in School**

Infections in school children are common. However, not all infectious diseases are contagious. In the case of contagious diseases (swine flu, chicken pox, infective hepatitis, measles, mumps, rubella (German measles), scarlet fever, glandular fever, whooping cough, impetigo (school sores), ringworm (tinea), head-lice, scabies), all parents/ guardians will be informed. If a parent discovers that their child has an infectious disease they must inform the school immediately, especially in the case of an

illness which may affect other children. They must keep their child away from school until he/ she is clear of infection and check with the GP when the child is fit to return to school. Parents are requested to check their child's hair regularly for head lice.

### **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 wiping the cut with a medi wipe and if necessary applying a plaster. Parents are expected to check under the plaster when the child returns home from school.

### **Administration of Medicines**

The Board of Management requires that parents inform the school in writing of any medical condition their child may have. 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, inhalers or tablets will be administered by the staff. This includes medicines which have been prescribed by a doctor for the child. If your child is ill enough to require medicine while in school, please keep him/ her at home until the treatment is completed.

Children are generally 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/inhalers). The class teacher must be informed in writing if your child is carrying medicine of any sort (including cough sweets, cold-sore creams, inhalers and other pharmaceuticals). The parent will then be requested to sign a consent slip identifying the medicine, giving parental permission to the child to self-administer it - **Appendix (i)**. 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 serious long term illness requiring administration of medicine within school hours e.g. diabetes, epilepsy, severe allergies.**

In the event of a child requiring taking medicines while in the care of the school, the following procedures will apply -

- Parents must 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 can not be done in a particular emergency situation, with particular reference to what may be a risk. Written details should include a doctor's letter outlining the name of the child, the 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.
- Staffs 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.
- 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.

### **Emergency Procedure**

- 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.
- Where a child has a fall/ cut which is considered serious, parents will be notified and the doctor or ambulance will be called to the school.

- Where a child has a fall/ cut which is considered serious and the parents/guardians cannot be contacted, the child will be taken to the hospital as soon as possible by the Principal accompanied by one other member of staff. The Deputy Principal 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 above under 'First Aid'. A record will be kept (on the first aid sheet) by the teacher on first aid duty or by the class teacher if the incident occurs in the classroom. Where a child receives a bump or blow to the head, parents will be notified. It is expected that parents check plasters that the child may be wearing on return home from school. General incidents will be reported by the teacher on first aid duty to the class teacher.

Incidents of a more serious nature will be recorded on the incident report sheet by the teacher who witnesses the incident or by the teacher to which the incident is first reported. The incident report sheet must be handed up to the Principal.

### **Roles and Responsibilities:**

The school staff, under the direction of the Principal will implement and monitor this policy.

### **Implementation Date:**

This new policy is effective from Sept 2010.

### **Review/Ratification:**

This policy will be reviewed in the school year 2013/2014

### **Revision of This Medical Policy**

This policy shall be regularly revised by the Board of Management of Scoil Naomh Eoin in accordance with experience and legislative requirements.

Signed on behalf of the Board of Management:

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Deirdre Doyle - Chairperson

**APPENDIX (i)**

**Scoil Naomh Eoin  
Killenard  
Portarlinton  
Co. Laois**

**Re: Administration of Medicines - Extract from our school policy**

*The Board of Management requires that parents inform the school in writing of any medical condition their child may have. 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, inhalers or tablets will be administered by the staff. This includes medicines which have been prescribed by a doctor for the child. If your child is ill enough to require medicine while in school, please keep him/ her at home until the treatment is completed.*

*Children are generally 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/inhalers). The class teacher must be informed in writing if your child is carrying medicine of any sort (including cough sweets, cold-sore creams, inhalers and other pharmaceuticals). The note from parents should identify the medicine, give parental permission for the child to self-administer it. The child should only carry the quantity needed for the school day. It is also the responsibility of the parents/guardians to make sure the medicine is up-to-date. Where children carry inhalers, they should be competent to self-administer. 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.*

**PARENTAL PERMISSION**

**MY CHILD \_\_\_\_\_ (CHILD'S NAME) MAY**

**NEED TO USE THE FOLLOWING MEDICATION**

**DURING THE CURRENT SCHOOL YEAR**

- **HE/SHE IS COMPETENT TO SELF - ADMINISTER THIS MEDICATION**
- **I UNDERSTAND THAT THE ONLY RESPONSIBILITY THE TEACHER HAS IS TO STORE THE MEDICATION SAFELY FOR THE DURATION OF THE SCHOOL DAY**

- I UNDERSTAND THAT THE SCHOOL TAKES NO RESPONSIBILITY FOR THE ADMINISTRATION OF THIS OR ANY OTHER MEDICATION
- I HAVE EXPLAINED ALL OF THE ABOVE TO MY SON/DAUGHTER

SIGNED : \_\_\_\_\_ DATE : \_\_\_\_\_

PARENT/GUARDIAN