



*Gaelscoil Ros Eo*

*First Aid and Administration of Medicines/Routine Procedures Policy*

*Samhain 2023*

## ***RATIONALE***

The policy as outlined was put in place to:

1. Clarify areas of responsibility with regards to first aid, administration of medicines and performance of routine procedures.
2. Clarify procedures for the administration of medicine/routine procedures and medical emergencies.
3. Clarify procedures for administration and maintenance of first aid.
4. To give clear guidance about situations where it is and is not appropriate to administer medicines.
5. To indicate the limitations to any requirements which may be notified to teachers and school staff.
6. To outline procedures to deal with pupils with allergies in our school.
7. Safeguard school staff members that are willing to administer medication/perform routine procedures.
8. Protect against possible litigation.
9. Clarify personnel/external agencies to be contacted in case of serious injuries.

## ***AIMS OF THIS POLICY***

The aims and objectives of the policy can be summarised as follows;

1. Minimise health risks to children and staff on the school premises.
2. Fulfill the duty of the Board of Management (BOM) in relation to Health and Safety requirements.
3. 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.
4. Provide a framework within which regularised performance of routine procedures has been agreed with parents/guardians.
5. Provide a framework within which first aid may be administered as required.

## ***SCHOOL PROCEDURES***

- Parents/guardians are required to inform the school of any medical/health issues on the registration form when enrolling their children in the school.
- In the case where an illness develops after the enrollment of a student, it is the responsibility of the parent / guardian to notify the school.
- Teachers have a professional duty to safeguard the health and safety of pupils, both when

they are on the school premises and when they are engaged in authorised school activities elsewhere.

- Teachers will be alerted by a member of the management team to students with medical conditions and relevant details and images will be added to the student's classroom / staff room notice board as required.
- Staff will, where possible, attend training for the administration of medications/performance of routine procedures as the necessity arises.
- Substitute teachers will be informed of life threatening conditions and where emergency medications are stored.
- Classrooms in which a student suffers from a severe allergy will have information identifying the child, allergy and steps taken in case of an allergic reaction on the teacher's desk. Any banned foods (eg: nuts) will be clearly signed at the classroom door. All parents of the class will be notified by the school before each new school year begins or when a new allergy is reported to the school.

### ***LIFE THREATENING CONDITION***

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child. If emergency medication/procedure is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

### ***PROCEDURES FOR THE ADMINISTRATION OF MEDICINES***

- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.
- Medications will not be administered to pupils in school and are not permitted on school premises without specific permission from the BOM.
- No pupil should be in possession of medications at any time on school premises without prior approval from the Board e.g inhaler
- A member of the school management team will keep a record of all students requiring the possible administration of medication. This record will include specific instructions for the administration of medications as well as the application to the BOM. This record will be reviewed with parents on an annual basis in June for the upcoming school year. This record will be stored on the school drive digitally.

- Should a child require the administration of medication (eg: antibiotics) during school hours, where an application has not been made to the BOM, the school will make every effort to facilitate parents to administer the medication on school grounds.

### ***Application for the administration of medication/performance of routine procedures***

1. Parents/ guardians must make an application requesting the Board of Management to authorise the administration of the medication/performance of procedures in school.

#### **Appendix 1/Appendix 2**

2. Once the school has been made aware of the need for the administration of medication/performance of procedure on school grounds, a digital application form will be shared by a member of the management team with the parents/guardians for completion and submission.
3. Through this application, the parents / guardians of the pupil with special medical needs will inform the Board of Management in writing of the condition, giving all the necessary details of the condition.
4. The application for the administration of medicines/performance of procedures will contain written instruction of the procedures to be followed in administering the medication.
5. Parents/ guardians of children with special medical needs must sign off on the school policy annually in June. New incoming students must do so upon enrollment.
6. This application must be reviewed annually in June for the coming school year.
7. New applications to the BOM for administration of medication/performance of procedures to a student can be made at any time of the year.
8. Parents / guardians are required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of medicines/performance of procedures in school.

### ***Administration of medication/Performance of procedures***

Any staff member administering medication/performing routine procedures to any student works under the controlled guidelines outlined below.

1. Staff members must not administer any medication/perform any procedure without the specific authorisation of the Board of Management.
2. Where specific authorisation has been given by the Board of Management for the administration of medicine/performance of procedure, the medicines/supplies needed must be brought to school by the parent/guardian/designated adult and given directly to a staff member.

3. School staff will only administer medication/perform procedures when arrangements have been put in place as outlined above, no antibiotics, or other medicines will be administered.
6. Medications must be self-administered if possible, under the supervision of a staff member if not the parent.
7. No staff member is obliged to administer medication to any student. In the event a teacher refuses to administer medicine a member of the management team will administer it.
8. A written record of the date and time of administration must be kept by the person administering it and parents will be informed of the same. **Appendix 3**

### ***Medications***

- Parents are responsible for the provision and restock of medication and notification of change of dosage, if the medication has ceased or if the medication is out of date.
- Medication (including emergency medicines) will be stored in the drawers by the teacher's desk unless otherwise agreed upon by the school management team. Should alternative arrangements be made, the management team will alert the class teacher and relevant staff as to the whereabouts of the medication on school premises.
- If a student is going off-site, medication must be carried.

### ***FIRST AID / IN CASE OF EMERGENCY GUIDELINES***

- The school has a first aid box and bags in the staff room containing antiseptic wipes, antiseptic bandages, sprays, steri-strips, cotton wool, scissors etc. The school's SNA team will monitor and maintain these.
- The school has defibrillators located in the school staff room and these will be used on children/adults if needed. These will be monitored and maintained by the school's SNA team and checked weekly by a member of staff, also.
- A First Aid kit and defibrillator (*when possible*) are taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.
- In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity where necessary and the parents contacted.
- Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may seek professional medical advice up to and including taking a child into Accident and Emergency without delay. Parents will be contacted simultaneously.
- Parents/Guardians who do not wish their child receive emergency medical treatment must

notify the Board of Management upon enrolment to the school.

- The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated on a rolling basis as parents update the school with new relevant information.

### ***GENERAL RECOMMENDATIONS***

If a head injury occurs during school hours, parents/guardians will be contacted. All serious injuries will be noted in the school's injury book and parents/guardians will be notified.

If a student becomes ill during school hours and needs to go home, parents/guardians will be contacted and asked to collect the student as soon as possible from the school.

We recommend that any student who shows signs of illness should be kept at home.

### ***ROLES AND RESPONSIBILITIES***

The BOM has overall responsibility for the implementation of the school policy on Administration of First Aid and Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members.

School Management Team:

One member of the school management team will be named and primarily responsible for the implementation of procedures regarding the administration of medication at school and documentation of health conditions. This staff member will:

- Share the application form for distribution of medications with parents/guardians when the school is notified of students with medical conditions, allergies or a requirement for the administration of medication while at school.
- Update the school database with information regarding student illness, allergies, medical conditions and procedures.
- Ensure class teachers and relevant staff are aware of students with medical conditions in their classes along with procedures to be followed should a child become ill or require the administration of medication.
- Update staff room notice board and relevant classrooms with clear signs of children with allergies, life threatening conditions and procedures to be followed in case of an emergency.
- Review all applications and seek indemnity in June of each school year in preparation for the new school year.

- Notify all parents of any given class that is ‘free from’ (eg: nuts) before the beginning of each school year.
- The school principal oversees all above responsibilities.

### ***RATIFICATION AND REVIEW***

This policy was ratified by the BOM in November 2023 It will be reviewed in the event of incidents or on the enrolment of students with significant medical conditions.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Chairperson of the Board of Management

Secretary of the Board of Management

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

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

## **Appendix 1: Distribution of Medicines to Students - BOM application**

This form is an application to the Board of Management of Gaelscoil Ros Eo to allow the distribution of medication to the named student as detailed below.

The completion and submission of this form, once accepted by the Board of Management:

- indemnifies the Board of Management in respect of any liability which may arise from the administration of the medication.
  - confirms the parent / guardian who is submitting the application has read and is in agreement with the First Aid and Administration of Medicines Policy.
  - confirms the parent is responsible for supplying / resupplying medication to the school as necessary through a staff member only (i.e. - the child should never be in possession of the medication).
  - confirms the parent / guardian submitting the application will alert the school immediately of any changes to treatment submitting a new application to the Board of Management where required.

Name of Parent / Guardian

Name of Student

Reason for request:

Name of Medicine:

Dosage of Medicine:

When should the Medicine be administered?:

How should the Medicine be administered?:

Will the Medicine be self administered by the child under supervision or administered by a member of staff?:

Any other information?

## **Appendix 2: Routine procedures for students - BOM application**

This form is an application to the Board of Management of Gaelscoil Ros Eo to allow the performance of agreed routine procedures to the named student as detailed below.

The completion and submission of this form, once accepted by the Board of Management:

- indemnifies the Board of Management in respect of any liability which may arise from the performance of any routine procedures carried out by school staff
  - confirms the parent / guardian who is submitting the application has read and is in agreement with the First Aid and Administration of Medicines/Routine procedures Policy.
  - confirms the parent / guardian who is submitting the application has read and is in agreement with the Student support/Intimate care plan
  - confirms the parent is responsible for supplying / resupplying all equipment/supplies to the school as necessary through a staff member and in a timely manner
  - confirms the parent / guardian submitting the application will alert the school immediately of any changes to treatment submitting a new application to the Board of Management where required.

**Name of Parent / Guardian**

**Name of Student**



