

## Medical Policy

Your child's health and safety is of prime concern to us and it is essential that parents and staff work together for the good of the child in this regard.

### Medical Information

It is important that the school is aware of any medical condition that may affect your child during the school day. This may include information on asthma, hay-fever, various allergies, food intolerances, eyesight/hearing difficulties etc. Please fill in the relevant space in the **Consent and Medical Information form (see attached from)** on enrolment. If there is no such condition, please write '**NONE**'.

In the case of a child becoming ill at school, parents/guardians will be contacted. You will be notified if your child has a serious fall or injury. Please make sure you have filled out and sent up to date emergency contact information to the school.

### Infection in School

Infections in school children are common. However, not all infectious diseases are contagious. In the case of contagious diseases for example: (chicken pox, infective hepatitis, measles, mumps, rubella (German measles), scarlet fever, glandular fever, whooping cough, impetigo (school sores), ringworm (tinea), head-lice, scabies), etc., all parents/guardians will be informed by letter. If you discover that your child has an infectious disease please inform the school immediately, especially in the case of an illness which may affect other children.

**Please keep your child away from school until he/she is clear of infection and check with your GP when your child is fit to return to school.**

Head-lice infection is a regular problem in the classroom. Please check your child regularly and treat accordingly.

### 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 washing the cut with water. Parents/Guardians are expected to check the wound when the child returns home from school.

Please complete the **Consent & Medical Information form (see attached form)** for basic First Aid to be administered to your child. This will be included in the school enrolment pack when your child starts school.

### Administration of Medicines

You are required to complete the **Healthcare Plan for a Student with a Chronic Condition in School/Administration of Medication Request form (Appendix A)** detailing any medical information that may affect your child while at school. The Board of Management requires that parents inform their child's teacher in writing of any medical condition their child may have. It is the parent's/guardian's responsibility to notify relevant teachers. 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 staff to personally undertake the administration of medicines.

No oral medicine or tablets will be administered by the staff. This includes medicines which have been prescribed by your own doctor for your child unless there is a pre-

existing condition e.g. diabetes & epilepsy. 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 not permitted to keep medication in their own possession, unless otherwise agreed with Board of Management. Children who require an inhaler, where possible should be competent to self-administer.

### **Procedure for parents of children with long term illness requiring administration of medicine within school hours**

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

Parents should complete **Healthcare Plan for a Student with a Chronic Condition at School/ Administration of Medication Request form (Appendix A)** 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 to the child.

Written details should include the name of the child, 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 staff member 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.

Staff are not obliged to undertake the responsibility for administering medication and 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. The Board will inform the school's insurers accordingly. In as far as possible children should self-administer. A written record of the date and time of administration must be kept. Two members of staff are needed in order to administer medicine.

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. All medicines to be clearly labelled with child's name.

Parents/guardians are responsible for ensuring that adequate supplies of **up-to-date** medicines are available. All medicines to be clearly labelled with child's name.

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. If any procedures or medications change during the school year in relation to the care needs of a pupil parents/guardians must inform the school in writing of same.

### **Emergency Procedure**

Where a child has a serious fall or injury an ambulance will be called.

Where a child has a fall or injury which requires medical attention the parents/guardians will be contacted. Failing to make contact with the parents/guardians, the child will be taken to the hospital by ambulance or by two staff members. Staff in the school will continue to try and make contact with the parents/guardians.

The staff member will fill out an **Incident Report form (Appendix G)**.

This is outlined in the **Consent & Medical Information form**. This will be included in the school enrolment pack when your child starts school.

**Reporting Accidents in the School**

Minor cuts and abrasions will be treated as outlined under 'First Aid'. It is expected that parents check any injury or wound on return home from school. General incidents will be reported to the class teacher. Incidents of a more serious nature will be recorded in the yard book. An accident report form will be filed where medical intervention is required. Where a child receives serious fall or injury, parents will be notified. Staff should keep a record of how/when this notification is carried out in the yard book.

All medical information or correspondence received by the school will be dealt with sensitively and with the utmost confidentiality by all staff.

**Ratification**

This policy was ratified by the Board of Management of Cushinstown N.S.

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

**Chairperson, Board of Management**

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