



First Aid and Administration of Medicines Policy

Rationale:

The policy as outlined was put in place to;

- Clarify areas of responsibility
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- To outline procedures to deal with a pupil with a nut allergy in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

Relationship to School Ethos:

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of this Policy:

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

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the BoM in relation to Health and Safety requirements
- 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
- Ensure compliance with Health and Safety legislation
- Maintain a safe and caring environment for children

In –School Procedures:

As part of the referral process parents are required to complete a section Health/Medications form when enrolling their children in the school. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have requested and authorised the Principal to do so. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines
- The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. A small quantity of prescription drugs will be stored in the Office if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the authorisation and provision of medication and notification of dosage.
- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere



- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class. Details of this will be in the referral forms.
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

Long Term Health Problems

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of the parents/guardians. It would include measures such as self administration, administration under parental supervision or administration by school staff.

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 (Appendix 3). If emergency medication 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.

Guidelines for the Administration of Medicines

1. During the referral process or at any stage parents of the pupil with special medical needs must inform the Principal/Board of Management of the condition, giving all the necessary details of the condition and instruction of the procedure to be followed in administering the medication. (Appendix 1, 2 attached to pupils referral forms/ file)
2. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult
3. A written record of the date and time of administration must be kept by the person administering it.
4. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
5. Emergency medication must have exact details of how it is to be administered
6. Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school
7. All correspondence related to the above are kept in the school.

Medicines

- Principal/ Deputy Principal in the school will only administer prescribed medication when arrangements have been put in place as outlined above
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal
- The prescribed medicine must be self-administered if possible, under the supervision of the Principal/ Deputy Principal
- No teacher can be required to administer medicine or drugs to a pupil
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted



- It is not recommended that children keep medication in bags, coats, etc.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

The following guidelines are in place with regard to pupils with a known Food Allergy

1. Staff dealing with the pupil must endeavour to ensure that there is no contact with the identified allergen. A list of possible allergens contained in food provided in St. Paul's is on display in the canteen.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

In the event the pupil comes in contact with a food allergen

1. Administer 5ml Zirtec/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow him to breathe calmly as he will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in First Aid Press. Before or immediately after Pen has been administered, an ambulance must be called.

Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

Emergencies:

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. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers.

First Aid Boxes:

A full medical kit is taken when children are engaged in out of school activities. **It is important to note that individuals can also be found liable for failing to treat an injury.** In this regard it is the policy of the school to have all staff trained in first aid. A first aid box is kept in first aid press and in the HE room, Woodwork Room and the School minibus.



General Recommendations:

We recommend that any child who shows signs of illness should be kept at home; a child too sick to participate in the school programme should not be in school.

Roles and Responsibilities:

The BoM has overall responsibility for the implementation and monitoring of the school policy on First Aid and Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Deputy Principal is responsible for the maintenance and replenishment of First Aid Boxes.

Ratification and Review:

This policy was ratified by the BoM in . It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than .



Appendix 1
Medical Condition and Administration of Medicines

Child's Name: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details:

Storage details: _____

Dosage required:

Is the child to be responsible for taking the prescription him/herself?

What Action is required

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____



Appendix 2 Allergy Details

Child's Name: _____

Date of Birth: _____

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed: _____

Date: _____



Accident/ First Aid Incident Report Form

Staff completing report:

Date and time of incident:

Location of the incident:

Person(s) involved in the incident:

Staff

Student

Description of the incident:

Immediate action in responding to the emergency:

Witnesses to the incident:

Date/time of report:

Signature: