

Medical Policy

Areas covered in the St Anne's Medical Policy

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Note: Reference should also be made to the school Health and Safety Policy

1. Introduction

The health and safety of all children in St Anne's school is of prime concern to us and it is essential that parents and teachers work together for the good of the child in this regard.

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.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.

2. Aims of the Policy:

The policy as outlined was put in place to;

- Minimise health risks to children and staff on the school premises
- Outline procedures for staff and parents regarding areas outlined above
- Clarify areas of responsibility
- 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 deal with a pupil with a nut allergy in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

3. Procedures for informing the school re medical issues:

- **Information Forms:**

It is important that the school is aware of any medical condition that may affect children during the school day. This may include information on allergies, eyesight etc.

To this end a form is sent to parents on an annual basis- **see Appendix 1 Letter and Pupil Details Form**

You are required to complete the form 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 subsequent teachers.

Should children have an on-going medical issues such as asthma, diabetes etc parents are required to sign the **Ongoing Medical Needs Form** (see Appendix 2) Follow up information request forms may be sent to parents if clarification is needed

- **Registration forms:**

Parents of newly enrolled children are requested to fill in information re medical needs on the enrolment form (See Appendix 3)

- **Meetings:**

Parents are invited to meet with the class teacher/and or principal to discuss health needs at any time during the year

The class teacher/Principal will meet with health care professionals (eg occupational therapist) to discuss children's needs as requested or may request a meeting in order to further support/assist a child in school.

- **Record keeping:**

Information re children's needs is uploaded to Aladdin. This is made available to teachers on an annual basis and updated information is passed on also

4. Administration of Medicines Policy

Administration of Medicines

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 or tablets will be administered by the staff.

This includes medicines which have been prescribed by your own doctor for your 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 should be symptom-free before returning to school.

Please note: Paracetamol or antibiotics cannot be administered by children or staff in school.

It is suggested that this is done around the school timetable eg in the morning before school or at the end of the school day. Should it be necessary to take medication outside of this, parents may visit the school to do so.

General treatments: Parents/ guardians may think it appropriate on certain occasions for older children to bring medicines into school (for example, cough sweets, cold-sore creams and other pharmaceuticals) The class teacher must be informed in writing if your child is carrying such medicine .The note should identify the medicine and give the child permission to self-administer it. 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.

Specific Medical Issues

(a) Asthma:

This school recognises that asthma is an important condition affecting many school age children and positively welcomes all pupils with asthma. This school encourages children with asthma to achieve their full potential in all aspects of school life by having clear guidelines that are understood by staff and pupils.

Medication- Immediate access to reliever inhalers is vital.

- older children are encouraged to carry their reliever inhaler, while reliever inhalers of younger children are kept easily accessible in the classroom.
- Parents are asked to ensure that the school is provided with a labelled reliever inhaler and spacer device which the class teacher holds separately in case the child forgets or loses his/hers. To avoid wastage this will be returned at the end of each school year. This way it may be used before its 'use by' date and a new one sent to the school in September.

School staff: Are not expected to administer medication to children except in an emergency, or if requested to do so by parents (signed form and demonstration required).

(b) Procedures around nut allergies

The following guidelines are in place with regard to pupils with a Nut Allergy:

- Parents must inform the staff regarding the allergy
- A letter is sent to all parents informing them that nut related products are not permitted in school (See Appendix 4) Annual reminders are issued
- Staff dealing with the pupil do not eat nuts of any item with nut trace
- Children are advised not to offer or exchange foods, sweets, lunches etc.
- If going off-site, medication must be carried.
- Signs re Nut free school are displayed in public areas
- Only in the event of anaphylactic shock should the anapen be administered. Indicators of shock include: Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.
- Before or immediately after Pen has been administered, an ambulance must be called. Parents are contacted straight away

Note: 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

5. Serious/On-going Illnesses: and Administration of Medication/Tests

This refers to asthma (inhalers), Anapens, blood tests and other occasions where a child cannot self-administer

Parents inform the school regarding the illness through the annual request for information and then by meeting with teacher (demonstrating procedure) and filling the relevant On-going Medical Issues Form

Parents are asked to ensure that the school is provided with the relevant medication (clearly labelled) which the class teacher holds separately in case the child forgets or loses his/hers.

Medication/equipment is carried with the child in any out-of-class events eg PE, yard , tours, sports events etc

On-going Medical Issues Form includes:

Contact information

- How medication is to be administered
- Required dosage
- Request to the Board of Management requesting permission for the administration of medicine during the school day
- Agreement that medication has been supplied to the school- adequate supplies of up-to-date medicines; smallest possible dose should be brought to school, preferably by the parent
- 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
- A meeting between parent/s and staff outlining the procedure has taken place
- 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.

Note:

- Parents with children with serious medical issues are requested to give permission to the school for a photo to be taken of the child for the purpose of displaying it in the staffroom . Emergency contact details are also supplied and indication of the location of anapens is displayed
- Photos are also carried in the Junior and Senior Yard books

School Responsibilities:

- Records of administration will be kept.
- The medicines will be kept out of reach of pupils in the school.
- Request for administration of medication should be renewed at the beginning of each school year.
- At least two members of staff should be available/trained in order to administer medicine (in the case of absence).

Serious Illness/Accidents-

Examples of this may include a Brain injury, Bone break/sprain, Medical procedure/operation

Parents are required to inform school straight away. If a particular treatment is required a note to this effect must be signed by the parents. Parents may visit the school to administer medication if required and agreed with the Principal. Accommodation will be made available for the child insofar as possible but parents must put in writing their permission for the child with such a condition to attend

Requests for children to remain indoors (out of yard area) should be made in writing and will be accommodated insofar as possible

6. Children's wellbeing and Care Needs

Parents with children with particular physical needs should inform the school of same and discuss requirements for the child. The school will liaise with parents and health professionals re. equipment required and conditions needed for the child to attend school. The needs of the child will be central to the development of the school evacuation plan/fire drill (see PEEP plan Appendix 5)

7. Infection in school

- Infections in school children are common. However, not all infectious diseases are contagious. In the case of contagious diseases (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 by letter (See Appendix 6)
- 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 keep your child at home until he/ she is fully clear of the problem.

8. School Accident/injury policy

In the case of a child becoming ill at school, parents/ guardians will be contacted.

From time to time minor incidents such as cuts and abrasions etc. will occur. The staff at the school will deal with these by tending to the cut with medical wipes and if necessary applying a plaster. Parents are expected to check under the plaster when the child returns home from school.

If for any reason parents do not want us to treat cuts etc, they must inform the school.

Accidents in class are recorded on the **Class Sheet**

Yard Incidents:

- Parents will be notified if their child has any fall involving a bang on the head.
- An account of this is kept on the file in the **Yard Book (junior and senior)**. (yard duty teachers do not leave the yard to do this but make contact with the staffroom/Principal re same)
- Yard duty teachers report incidents to the class teacher.

Incidents of a more serious nature, in class or yard, will be recorded on **An Accident Report** (yellow) form (see Appendix 7) and returned to the Principal.

Emergency Procedure:

Where a child has a fall/ cut which is considered serious, an ambulance will be called and the parents/ guardians will be contacted. Failing that, the child will be taken to the hospital as soon as possible and staff in the school will continue to try and make contact with the parents/ guardians.

9. Staff Responsibilities and CPD

Staff Roles:

In general staff will not administer any medication except in an emergency or where parents have specifically requested that we do so and signed form re same/met with teacher to demonstrate (as above). Two members of staff should be available to administer as needed

It is noted that:

- children may self-administer inhalers etc with permission (see policy)
- parents are advised that children on antibiotics etc should take them around the school timetable or remain at home if still ill. Parents may come in to administer if they so wish/if needed.

Teachers are required to:

- Be aware of medical needs of children in their class have received the necessary medication if needed /meet parents as required
- It is up to each teacher to read the files on children at the start of the year (On ALADDIN or on registration forms for new and infant classes). Teachers are required to keep track of any updated information and to inform the office of any information received from parents during the year
- Staff should ensure that information passed to next teacher when meeting to handover
- Information should be available for subs/other teachers filling in also so that they are aware of any issues and can deal with same. Equipment needed for particular children should be moved with the child
- All staff should make themselves aware of children with medical issues throughout the school (see photos and list in staffroom and yard book)
- Split class lists should contain notes re children with medical issues

10. Equipment/Resources:

- All classes will be equipped with a First Aid bag which will contain basic materials needed for minor accidents
- Teachers take this with them when leaving the classroom (eg going to PE or on school trip etc)
- The Yard First Aid box contains a wider range of materials for tending to accidents. An additional supply is kept in photocopying room (locked cabinet)
- Anapens etc are kept in the child's classroom

Dolores Burke, SNA (nurse) will be responsible for replenishing supplies (teachers should notify Dolores when supplies are needed. It is the responsibility of all to take due care of children as outlined above).

Other Protocols in place in St Anne's to support children and staff include - Panic Button system (for yard and school building) and Red Card for emergencies in each classroom and room

11. Staff CPD:

- Regular training will be undertaken in First Aid
- 2015: Defibrillator training completed
- 2017- First Aid for half of staff (2018 remainder of staff)
- 2019: First Aid training (including overview of defibrillator)

12.Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria:

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

13. Ratification and Review:

This policy was brought to the BOM for consultation on _____

The policy was ratified by the BoM on _____

_____ (Chairperson)

_____ (Principal)

It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, and within 3 years.

APPENDICES

Appendix 1: Information form for Parents/Registration Form

Pupil Details Form

Appendix 2: General letter to parents re Administration of Medication ; On-going Medical Issues Form (and follow-up form)

Appendix 3: Enrolment form

Appendix 4: Nut Allergy notice

Appendix 5: PEEP form

Appendix 6: Infection Letter (sample)

Appendix 7: Accident Report form

Appendix 1: St Anne's NS, Ardclough Student Registration Form

Pupils Details Form

Appendix 2: Letter to Parents- General

Medical Issues- Update Sept 2018

Dear parents,

The purpose of this note is

- (a) to clarify procedures around the administration of medication for students and
- (b) to request information re any medical issue your child has.

Procedures in St Anne's

Our updated Medical Policy states: 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 or tablets will be administered by the staff.

This includes medicines which have been prescribed by your own doctor for your 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 should be symptom-free before returning to school.

Please note: Paracetamol or antibiotics cannot be administered by children or staff in school.

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Children with conditions:

- (a) Children with conditions such as asthma, hayfever etc who can self-administer medication

The school must be made aware of the child's condition through the Registration form (new pupils) and the Pupil Details form attached. updated through the year if condition). The information on the form will include the identification of the medicine and will require parents giving permission to self-administer it.

(It is expected that children with these conditions should be able to self-administer. Please contact the school/fill in on attached form if this is not the case with your child)

The class teacher must be informed in writing if your child is carrying such medicine on any particular day. 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

(b) Children with ongoing medical needs

Children who have conditions such as diabetes, nut allergies (anapen) and other ongoing needs. In some instances the support of the SNA and class teacher may be required.

We request that parents inform us of the condition on the attached form. We will then make contact with you with regard to giving permission to staff to attend to the child as his/her condition requires (separate form to follow)

Please note: the general practice is to take a photo of the child and display same in the staffroom and yard book so that all staff members are aware of needs.

Conditions or issues with health may occur during the year and we request that you inform us re same. From time to time children may be injured and require assistance or may not be able to participate in play, games etc. Again please let the school/teacher know about this.

Gathering information:

We are asking all parents to fill in information on the **Pupil Details Form** attached in order to update our files.

Once we have collated all information we will contact parents with regard to permissions to administer as outlined above.

We appreciate your support in these matters as we continue to keep our children safe and healthy. Should you have any queries please come back to me.

Kind regards,

Mary Manley

Appendix 2 (b) On-going Medical Issues Form

Appendix 3: Enrolment form

Appendix 4: Nut Allergy notice

Appendix 5: PEEP form

Personal Emergency Evacuation Plan

Name: _____ **Date:** _____

Position : _____

Designated Assistance (including leave cover arrangements for designated staff):

Assistance Methods/Techniques:

Equipment Provided:

Emergency Evacuation Procedure(s): (a step-by-step guide, from alarm to safety, of the evacuation procedures from different floors and buildings)

Evacuation Route(s): (preferably with diagrams)

_____ (Principal)

_____ (SNA)

_____ (SNA)

_____ (Class Teacher)

_____ (Parent)

Appendix 6: Infection Letter (sample)

Appendix 7: Accident Report form



St. Anne's National School
Scoil Áine Naofa

Ardclough, Straffan, Co. Kildare.

Tel: 01 6273367 Fax: 01 6273367 Email: st.annes.ias@eircom.net

Web: www.stannesardclough.ie Roll No: 17674B Principal: Mary Manley

INCIDENT/ACCIDENT REPORT FORM

Date:
Child/Children involved:
Description of Accident/Incident:
Action taken:
Other information:
Signature: