

Coláiste na Sceilge

Medical Policy

14 April 2016

Reviewed by the staff *April* 2016

Reviewed by the Parents Association *April* 2016

Reviewed by the Student Council *April* 2016

Passed by the BOM, 14 April 2016

This Medical Policy may be accessed on the school website

www.colaistenasceilge.ie

Medical Policy Coláiste na Sceilge

Part 1: Administration of Medication

Colaiste na Sceilge School Policy on Administration of Medication

The Board of Management of Colaiste na Sceilge recognises that, in relation to the administration of medication, it is desirable for children with long term recurring health problems to be accommodated within school in order that they continue their education. If this is done, however, proper and clearly understood arrangements for administration of medicines must be made.

When administration of medication is necessary for a child during the school day, the following procedure will be used:

Parents/Guardians will complete the form See Appendix 1: [REQUEST TO HAVE MEDICATION ADMINISTERED DURING SCHOOL DAY](#) to the Principal requesting administration of medication. This form should contain the following:

1. The child's full name and address.
 2. The name of the medication to be administered.
 3. The exact dosage and time of administration.
 4. Signature of Parent/Guardian.
-
- Parents/Guardians are responsible for the provision of medication and should keep account to ensure that medication is available in the school.
 - Medication should be sent to the Principal's or Secretary's Office and will then be stored in a safe and accessible place. It should not be put in Pupils' bags but given to the Principal or School Secretary or other designated person responsible.
 - Where there are changes to dosage or times of administration, Parents/Guardians or another person designated by the Parents/ Guardians, should write a letter requesting these changes.
 - Ideally requests for administration of medication should be renewed at the beginning of each school year but it is the responsibility of the Parents/Guardians to make a renewed request and the School Board of Management accepts no responsibility for the failure of Parents/Guardians to make such a request.
 - A record of administration will be kept in the School.

The Administration of Medicines in Colaiste na Sceilge

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. The Board of Management requests Parents/Guardians to ensure that Teachers be made aware in writing of any medical condition suffered by any children in their class.

1. Non- prescriptive medicines will not normally be stored or administered to Pupils in school.
2. Prescribed medication such as a short- term antibiotics will not normally be administered in school.
3. Prescribed medication, such as long-term intervention- type medication (e.g. control of epilepsy drugs) are preferably administered outside of school hours, but when midday medication is required, it can be administered in school on completion of appropriate form.
4. Where possible, the family doctor should arrange for the administration of prescribed medication outside school hours.
5. No staff member can be required to administer medicine or drugs to a pupil, but if medication needs to be administered in school, appropriate arrangements can be put in place.
6. A teacher/staff member should not administer medication without the specific authorisation of the Board of Management.
7. Parents of a Pupil requiring medication during school hours should write to/contact the Board or the Principal seeking authority for a member or members of Staff to administer the medication in school.
8. Where children are suffering from life-threatening conditions, Parents should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child.
9. In emergency situations, qualified medical assistance will be secured at the earliest opportunity.

10. Written details are required from the Parent/Guardian to the Board of Management giving the name of the child, name and dose of medication, the circumstances in which medication is to be given by the Teacher/member of staff and consent for it to be given, when the Parent is to be notified and where he or she can be contacted. It is the Parent's responsibility to make alternative arrangements with the school if the authorized Teacher or Staff member is absent.
11. Parents are further required to indemnify Board Of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the School's Insurers accordingly.
12. Where permission has been given by the Board of Management for the administration of medicine, Parents/Guardians will be notified of this. The smallest possible dose should be brought to school, with clear written instructions for administration and giving the name of the pupil.
13. 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.
14. A written record of the date and time of administration must be kept.
15. The medicine should not be kept by the pupil but in the safe medicine cupboard in the school unless specifically agreed in the Student's Health Care Plan, where it indicates that the medicine needs to be on the student's person.

Part 2 Managing a student with a Chronic Medical Condition in Coláiste na Sceilge.

Coláiste na Sceilge is committed to ensure the safety of students with chronic health conditions.

- A. Coláiste na Sceilge ensures that the whole school environment is inclusive and favourable to students with chronic conditions.
- B. Coláiste na Sceilge understands that certain chronic conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Parents have a duty to inform the school of such a condition and provide the necessary medical equipment to respond to emergencies.

C. Coláiste na Sceilge has clear guidance on the administration and storage of medication and necessary equipment at school.

D. Staff understand the common chronic health conditions that affect students at this school. Staff receive appropriate training on chronic conditions and what to do in an emergency.

What we aim to achieve

EDUCATION AND LEARNING

1. Coláiste na Sceilge ensures that students with chronic conditions can participate fully in all aspects of the curriculum and does its best to provide appropriate adjustments and extra support as needed.
2. If a student is missing a lot of school time, has limited concentration or is frequently tired, all teachers at this school understand that this may be due to a chronic condition.
3. Staff use opportunities such as social, personal and health education lessons to raise awareness of chronic conditions amongst students and to create a positive social environment.

SOCIAL INTERACTIONS

1. Coláiste na Sceilge ensures the needs of students with chronic conditions are adequately considered to ensure their involvement in structured and unstructured social activities, during breaks, before and after school.
2. Coláiste na Sceilge ensures the needs of students with chronic conditions are adequately considered to ensure they have full access to extended school activities such as clubs and school excursions.
3. Staff at this school are aware of the potential social problems that students with chronic conditions may experience. Staff use this knowledge to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

EXERCISE AND PHYSICAL ACTIVITY

1. Coláiste na Sceilge ensures all teachers and external sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
2. Coláiste na Sceilge ensures all teachers and external sports coaches understand that students should not be forced to take part in an activity if they feel unwell.
3. Teachers and external sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.
4. Coláiste na Sceilge ensures all teachers and sports coaches are aware of the potential triggers for a student's condition(s) when exercising and how to minimise these triggers.
5. Coláiste na Sceilge ensures all students have the appropriate medication and/or food with them during physical activity and that students take them when needed.

6. Coláiste na Sceilge ensures all students with chronic conditions are actively encouraged to take part in out-of-school activities and team sports.

SCHOOL EXCURSIONS

1. Risk assessments are carried out by this school prior to any out-of-school visit and chronic conditions are considered during this process. Factors the school considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered and where help can be obtained in an emergency.
2. Coláiste na Sceilge understands that there may be additional medication, equipment or other factors to consider when planning tours.

Coláiste na Sceilge understands that certain chronic conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Parents have a duty to inform the school of such a condition and provide the necessary medical equipment to respond to emergencies. Coláiste na Sceilge has a clear communication plan for staff and parents* to ensure the safety of all students with a chronic condition.

What we aim to achieve :

1. All parents are informed and reminded *about Coláiste na Sceilge's 'Managing Chronic Health Conditions' guidelines*: By communicating this to new parents when their child is enrolled as a new student, relevant section in Coláiste na Sceilge's enrolment form and via the medical Policy on the school's website.
2. Parents of children with a chronic condition are informed and reminded about this school's 'Managing Chronic Health Conditions guidelines at the start of the school year when communication is sent out about the Healthcare Plan
3. School staff are informed and regularly reminded about the 'Managing Chronic Health Conditions guidelines. Through updates with a copy for all staff including substitute/temporary teachers and coaches. At scheduled chronic conditions training sessions. * The term 'parent' implies any person with parental responsibility such as foster parent, carer, guardian or local authority.

Meeting the Guiding principles through key principles of the school guidelines being displayed in several prominent staff areas at school. Through school-wide communication about results of the monitoring and evaluation of the guidelines

4. Students are informed and regularly reminded about the 'Managing Chronic Health Conditions' guidelines in social, personal and health education (SPHE) classes.
5. The responsibilities of school staff and parents of students with a chronic condition are set out in a written format and clearly understood by all parties in the Healthcare Plan and Emergency Plan for each condition.
6. Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at this school.
7. The responsible member of staff follows up with the parents on any further details on a student's Healthcare Plan required, or if permission for administration of medication is unclear or incomplete.

ONGOING COMMUNICATION AND REVIEW OF HEALTHCARE PLANS

1. Parents of students at this school are regularly reminded to update their child's Healthcare Plan with changes to things such as their symptoms (getting better or worse) or their medication.
2. Staff at this school use opportunities such as teacher–parent-student meetings to check that information held by the school on a student's condition is accurate and up to date.
3. All students with a Healthcare Plan at this school have their plan routinely discussed and reviewed at least once a year.

STORAGE AND ACCESS TO HEALTHCARE PLANS

1. Parents of students at this school are provided with a copy of the student's current agreed Healthcare Plan.
2. Healthcare Plans are kept in a secure central location at school.
3. All members of staff who work with students have access to the Healthcare Plans of students in their care.
4. The school ensures that substitute/temporary teachers are made aware of (and have access to) the Healthcare Plans of students in their care.
5. Coláiste na Sceilge ensures that all staff protect student confidentiality.
6. Coláiste na Sceilge seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

USE OF HEALTHCARE PLANS

Healthcare Plans are used by Coláiste na Sceilge to inform the appropriate staff and substitute/temporary teachers about the individual needs of a student with a chronic condition in their care. Remind students with chronic conditions to take their medication when they need to and if appropriate, remind them to keep their emergency medication with them at all times. Identify common or important individual triggers for students with chronic conditions at school that bring on symptoms and can cause emergencies. Coláiste na Sceilge uses this information to help reduce the impact of common triggers

Coláiste na Sceilge has clear guidance on the administration and storage of medication and necessary equipment at school. This school understands the importance of medication being taken as prescribed and the need for safe storage of medication at school.

What we aim to achieve

ADMINISTRATION – EMERGENCY MEDICATION

1. All students at this school with chronic conditions have access to their emergency medication at all times.
2. Coláiste na Sceilge understands the importance of medication being taken as prescribed
3. Staff are aware that there is no legal or contractual duty for a member of staff to administer medication or supervise a student taking medication. However, any teacher who is willing and confident to administer medication to a student can do so under controlled guidelines. This teacher/member of staff will need to have the permission of the Board of Management, have the written approval of parents and be fully trained in procedures. (Signed by both parents/guardians).
4. Parents of students at this school understand that if their child's medication changes or is discontinued, they should notify the school immediately in writing to update their child's Healthcare Plan. The school confirms the changes are incorporated into the plan.
5. Staff or other parents attending tours/off site activities are made aware of any students with chronic conditions on the visit. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
6. If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

Meeting the Guiding Statement 16

SAFE STORAGE – EMERGENCY MEDICATION

1. Emergency medication is readily available at all times during the school day or at off-site activities.
2. Staff members know where emergency medication is stored.
3. Where healthcare professionals and parents advise the school that the student is not yet able or old enough to self manage and carry their own emergency medication, this student's teacher/member of staff knows exactly where and how to access their emergency medication.
4. Staff ensures that medication is only accessible to those for whom it is prescribed.

SAFE STORAGE – GENERAL

1. There is an identified member of staff who ensures the correct storage of medication at school.
2. At the beginning of each term, the identified member of staff checks the expiry dates for all medication stored at school. This is the responsibility of the parent as well.
3. The identified member of staff, along with the parents of students with chronic conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, the name and dose of the

medication and the frequency of dose. This includes all medication that students carry themselves.

4. Medication is stored in accordance with instructions, paying particular note to temperature.

5. Some medication for students at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled with the student's name.

6. All medication is sent home with parents at the end of the each term. Medication is not stored at school during holiday periods.

7. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of each new term.

Meeting the Guiding Statement 17

SAFE DISPOSAL

1. Parents at this school are asked to ensure that an adult collects out-of-date medication.

2. Sharps boxes are used for the disposal of needles. (A sharps box is a small yellow plastic container with a protective lid that is used for the disposal of used needles). Parents must provide the school with a sharps box. All sharps boxes in this school are stored in a safe place and this can be a locked cupboard when not in use unless alternative safe and secure arrangements are put in place on a case- by-case basis.

3. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and returns it to school or the student's parents.

4. Collection and disposal of sharps boxes is arranged by the parents

5. Used Adrenalin auto injectors (Anapens) must be given to the ambulance crew.

Statement D Staff understand the common chronic health conditions that affect students at this school. Staff receive appropriate training on chronic conditions and what to do in an emergency.

What we aim to achieve

1. All staff at this school are aware of the most common chronic conditions. 2. Staff at this school understand their duty of care to students in the event of an emergency. In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent and look to implement the relevant Emergency Plan.

3. The staff who work with students who have a chronic condition at this school receive training and know what to do in an emergency by following the school's Emergency Plan for each condition.

4. Action for staff to take in an emergency for the most common conditions at this school is displayed in prominent locations for all staff.

5. This school regularly holds training on common chronic conditions. A log of the managing chronic conditions training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

6. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff that have completed the relevant training and records the date when retraining is necessary.

Legislation

Safety, Health and Welfare at Work Act 1989

Irish Medicines Board Act 2006 This act specifies the way that medicines are prescribed, supplied and administered. Additional guidance } Child Protection Guidelines and Procedures. For primary schools, the revised guidelines are based on Children First, which is the title of the overarching national guidelines for all institutions published by the Department of Education. Also see } Healthy Eating Programme } The National Children's Strategy 2000 } Misuse of Drugs Act 2009 } Equal Status Acts 2000-2008 } Children Act 2001

In order that Colaiste na Sceilge prepare for and manage students with Chronic Medical Conditions such as epilepsy, anaphylaxis, diabetes and asthma etc Coláiste na Sceilge will require parents/guardians and the Healthcare professional(s) to complete

Appendix 1

REQUEST TO HAVE MEDICATION ADMINISTERED DURING SCHOOL DAY

NAME OF STUDENT: _____ Year Head:

ADDRESS OF STUDENT: _____

DATE OF BIRTH: DD / MM / YYYY

DATE OF THIS REQUEST: DD / MM / YYYY

NAMES OF MEDICAL PERSONNEL AND
EMERGENCY CONTACT NUMBERS OF SAME:

DO YOU GIVE PERMISSION TO SEEK MEDICAL INTERVENTION
IN CASE OF SERIOUS UNEXPECTED ILLNESS OR ACCIDENT? Please circle Yes/No

Signature of both parents/guardian 1 _____

Signature of parent/guardian 2 _____

OUTLINE OF PUPIL'S MEDICAL PROBLEMS:

NAME OF MEDICATION TO BE ADMINISTERED:

EXACT DOSAGE AND TIME OF ADMINISTRATION:

CIRCUMSTANCES IN WHICH MEDICATION IS TO BE ADMINISTERED:

IF PUPIL IS SUFFERING FROM A LIFE-THREATENING CONDITION PLEASE OUTLINE BELOW WHAT CAN AND CAN'T BE DONE IN A PARTICULAR EMERGENCY SITUATION WITH PARTICULAR REFERENCE TO WHAT MAY BE A RISK TO THE PUPIL:

WHILE I GIVE CONSENT TO THE STAFF MEMBERS TO ADMINISTER THE PRESCRIBED MEDICINE, OR TO SEEK MEDICAL INTERVENTION IN CASE OF SERIOUS ILLNESS OR ACCIDENT, I AGREE 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 SCHOOL AND THE SEEKING OF MEDICAL INTRRRVENTION, TO INCLUDE SCHOOL OUTINGS WHICH MAY OCCASIONALLY LAST AFTER USUAL SCHOOL HOURS.

SIGNATURE OF PARENT/GUARDIAN 1: _____

SIGNATURE OF PARENT/GUARDIAN 2: _____

SIGNATURE OF GP/HEALTHCARE PROFESSIONAL _____

Appendix 2a

Letter to parent/guardian regarding The Healthcare Plan

Letter to Parents asking for a Healthcare Plan

Dear Parent/Guardian,

Thank you for informing us of your child's chronic condition. As part of accepted good practice and with advice from the HSE and the school's Board of Management, our school has established 'Manage Chronic Health Conditions' guidelines for use by all staff.

As part of these guidelines, we are asking all parents of students with a chronic condition to help us by completing a school Healthcare Plan for their son/daughter. Please complete the plan, with the assistance of your son/daughter's healthcare professional and return it to the school. If you would prefer to meet someone from the school to complete the Healthcare Plan or if you have any questions then please contact us on 066 9773335.

Your son/daughter's completed plan will store helpful details about your child's condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and the school is kept informed about changes to your son/daughter's condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

I look forward to receiving your son/daughter's Healthcare Plan.

Thank you for your help.

Yours sincerely

John O'Connor

Appendix 2b

Healthcare Plan for a student with a chronic condition at school

Date form completed _____ Date for review _____

1 Student information

Name of School: Coláiste na Sceilge, Cahersiveen, Co Kerry.

Name of Student: _____ Class _____

Date of Birth _____ Age _____

Siblings in the school Yes/No

Name of sibling _____ Class _____

Name of sibling _____ Class _____

Name of sibling _____ Class _____

2 Contact Information

Student's address

Family contact 1

Name _____

Phone (Day) Mobile _____

Evening _____

Relationship to student _____

Family Contact 2

Name _____

Phone (Day) Mobile _____

Evening _____

Relationship to student _____

Family Contact 3

Name _____

Phone (Day) Mobile _____

Evening _____

Relationship to student _____

GP

Name _____ GP Signature _____

Phone _____

Consultant

Name _____ Phone _____

Condition information for _____

3. Details of the student's condition:

Signs and symptoms of this student's condition:

Triggers or things that make this student's condition(s) worse:

4. Routine Healthcare requirements

During school hours

Outside school hours

5 Regular medication taken during school hours

6 Emergency medication- please fill out full details including dosage:

See Appendix 5 for Relevant notes on Asthma, Diabetes, Epilepsy, Anaphylaxis

7 Activities- Any special considerations to be aware of?

8 Any other information relating to the student's healthcare in school?

9 Name of hospital nurse for the student

Name: _____

Address

Phone _____

The school may contact the above named for further information or training.

Parental and student agreement.

Please tick the correct statement. I agree ___/I do not agree ___ that the medical information contained in this plan may be shared with individuals involved with my child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Signed by Parent/Guardian _____

Print name _____

Parent/Guardian signature _____

Print name _____

Signature of student where they are 18 or over

Print name _____

Date _____

Permission for emergency medication (Please tick the correct reply)

In the event of an emergency, I agree ___ I do not agree ___ with my child receiving medication administered by a staff member or providing treatment as set out in the attached Emergency Plan

Signed by Parent/Guardian _____

Print name _____

Parent/Guardian signature _____

Print name _____

Signature of student where they are 18 or over

Print name _____

Date _____

Appendix 3

Emergency Medication Provision School Record.

Name of staff member			
Signature of staff member			
Any reaction			
Dose given			
Medication			
Student's name			
Time			
Date			

Appendix 4

Staff Training Record

Administration of Medication

Name of school: Coláiste na Sceilge

Training provided by: _____

Type of training received:

Training date completed _____

I confirm that the following people have received training detailed above

Signature of each person attending training

Trainer's signature _____

Date _____

I confirm that the people listed above have received this training

Principal's signature _____ Date _____

Date for update training/retraining _____

Appendix 5

Resources

www.anaphalxisireland.ie

www.epilepsy.ie

www.diabetes.ie

www.asthmasociety.ie

Managing Chronic Health Conditions at Schools: A Resource Pack For Teachers and Parents

<http://www.anaphylaxisireland.ie/downloads/ManagingChronicHealthConditonsatSchool.pdf>