

Bray School Project : Medical Policy (Health and Safety 1)

Aims of this Policy:

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

- To minimise health risks to children and staff on the school premises
- To fulfill the duty of the BoM in relation to Health and Safety requirements
- To 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

Your child's health and safety is of prime concern to us and it is essential that parents/guardians 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 allergies, eyesight etc.

In the case of a child becoming ill at school, parents/ guardians will be contacted. You will be notified if your child has any fall involving a bang on the head. Please make sure the school has up to date emergency contact information at all times.

First Aid

From time to time minor incidents such as cuts and abrasions etc. will occur. Staff at the school will deal with these by washing the cut with water and if necessary applying antiseptic cream and a plaster. Parents/ guardians will be informed of this via Aladdin and are expected to check under the plaster when the child returns home from school.

Parents/ guardians are asked to complete the Permission Slip for basic First Aid (usually upon enrollment in the school) to be administered to your child – see Appendix A for basic first aid supply list. If for any reason you do not want us to treat cuts etc, please state this clearly on the form. You will then be contacted at home or work if your child needs attention.

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), as well as impetigo, ringworm (tinea), scabies, all parents/ guardians will be informed via Aladdin. 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

Head-lice and nit infection can be a regular problem in primary classrooms and in young children. They live in both clean and unwashed hair and are usually spread through head-to-head contact. The only way to be sure someone has head lice is by finding live lice or eggs. Nits are empty eggs left behind when lice hatch. They are attached to the hair near the scalp. Lice and nits can be difficult to spot in the hair. Treat head lice as soon as you spot them. You do not need to see your GP.

It is important that all parents/ guardians check and treat for head-lice if made aware of a class outbreak. Advice will be issued by the school where a case has been identified. Everyone in the home should be checked and treated on the same day. There's no need

for children to stay off school if they have head lice. However, it is imperative that the school is informed to take preventative measures to reduce the risk of infestation

Administration of Medicines

Parents/ guardians are required to complete a Health/Medication form when enrolling their child/children in the school. A medical form, available at the school office, should be filled in where there is a need for any treatment or medication. It is important for parents/ guardians to update the school of any changes within these fields throughout the year.

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.

Procedure for parents/ guardians of children with short term illnesses

In general, medicines will be administered by the parents/guardians outside of school hours. 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 them at home until the treatment is completed. Under no circumstance will non-prescribed medicines be either stored or administered by staff in the school. The school generally advocates the self-administration (e.g. inhalers) of medicine under the supervision of a responsible adult. No medicines are stored on the school premises, with the exception of those held for emergency situations (e.g. inhaler, epipen).

Where administration of medication is unavoidable during the school day, a parent/guardian is required to come to the school to administer it. Children are not permitted to keep medication in their own possession.

Procedure for parents/ guardians of children with long term/chronic illness requiring administration of medicine within school hours e.g. diabetes, severe allergies.

Chronic illness is defined as a long-term health condition that needs ongoing treatment and management. (HSE Chronic Disease Treatment Programme, 2019) These conditions include but are not limited to the following; Allergy, Asthma, Diabetes, Epilepsy, Heart conditions, Mental Health conditions, Metabolic conditions, Musculoskeletal Disease, Neurological conditions and Pulmonary conditions.

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

Parents fill in an **Administration of Medication Form** (available from the school office). By filling in this form, parents/ guardians will:

- Inform the school of their child's diagnosed chronic illness requiring monitoring and/or medical intervention.
- Indemnify the Board of Management in respect of any liability arising from the administration of medicines.
- Include, where possible, a detailed Health Care Plan devised by the child's GP/ Medical team outlining the procedure involved for the administration of medicine to the child.
- In the absence of the above Health Care Plan, a suitable plan must be agreed with the Board of Management, with contact details provided for relevant medical professionals.

GP instruction/ Health Care Plan

Written details should include the name of the child, name and exact dosage of medication, whether the child should be responsible for their own 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 case of emergency, when the parent/ guardian is to be notified and where he/ she can be contacted, parent/ guardian's signature.

All staff members who have direct interaction with the child and are willing to administer the medication should be named and given authorisation from the parent/ guardian and approval from the Board. It is important to note that staff are not obliged to undertake these responsibilities and should not administer prescribed medication without specific authorisation from the Board. Should staff agree to administer medication, 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. As far as possible children should self-administer, under supervision of a staff member. A written record of the date and time of administration must be kept.

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/ guardian.

Parents/guardians are responsible for ensuring that adequate supplies of up-to-date medicines are available. The medicines will be kept out of reach of pupils in the school with a specific medical supply box stored in each class.

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. **Requests for administration of medication should be renewed at the beginning of each school year.**

An information sheet including a photo will be drawn up for each child who has a serious medical condition or serious allergy. Details will include recommended treatment in case of emergency. Sheets will be updated at the beginning of each school year by the safety officer and are available to view in the staffroom.

Emergency Procedure

Where a child has a fall/ cut which is considered serious, an ambulance will be called.

Where a child has a fall/ cut which requires medical attention, and where it is safe to move the child, the parents/ guardians will be contacted. If it is not possible to contact a parent/ guardian, the child will be taken to the hospital as soon as possible by two staff members. Staff in the school will continue to try and make contact with the parents/ guardians. School management may also refer to the Critical Incident Policy at this time.

Reporting Accidents in the School

Minor cuts and abrasions will be treated as outlined under 'First Aid'. It is expected that parents/ guardians check plasters that the child may be wearing on return home from school. More serious accidents which happen in the yard will be reported to the class teacher. An accident report form will be filed where medical intervention is required. Where a child has banged their head, parents/ guardians will be notified as soon as possible by telephone.

Appendix A

First Aid Supplies

- Sticking plasters
- Antihistamine cream (e.g. Anthisan)
- Disinfectant fluid (e.g. Savlon)
- Antiseptic cream
- Cream for 1st aid treatment of burns
- Eye lotion (e.g. Optrex)
- Antiseptic wipes
- Tape
- Cotton bandage
- Wound dressings
- Disposable gloves
- Scissors/tweezers
- Icepacks
- First Aid chart and notes

Shane Fotherby Chair BOM
S. Kent 3/10/20

For review: May 2027