

St John Bosco Junior Boys' School

First Aid and Administration of Medicines Policy

Introduction:

St John Bosco Junior Boys' School is a boys' primary school under the patronage of the Catholic Archbishop of Dublin. It operates according to the rules for national schools, laid down by the Department of Education and Skills.

As outlined in the school mission statement, we aim to provide a happy, secure environment where children, parents, teachers, ancillary staff and the Board of Management work in partnership; where each individual is valued, encouraged and respected for their uniqueness.

The Board of Management and the staff are committed to providing the best possible education and care for its pupils and will always respond to the needs of a child if that child becomes ill or is injured while in the care of the school. Some children may have long-term health care needs that require on-going medication to allow them to access education. We are committed to supporting children in this situation and to facilitating their participation in school life. If administration of medication is required to facilitate a fully inclusive environment every effort will be made to accommodate children's needs in line with the provisions below.

This policy was drafted through a collaborative school process and will be implemented in accordance with other policies in use in the school such as the Health and Safety Policy and the Critical Incident Policy.

Rationale:

The policy as outlined was put in place to;

- Clarify areas of responsibility
- Give clear guidance about situations when it is appropriate to administer medicines
- Indicate the limitations to any requirements which may be notified to teachers and school staff
- 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;

- To promote attendance of pupils at school
- To minimise health risks to children and staff on the school premises
- To fulfil 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

Definition of First Aid

For the purposes of this policy, “first aid” shall mean the;

- treatment of minor injury (e.g. cuts, sprains and bruises) or,
- treatment of a life threatening situation pending professional medical help.

The object of first aid in a school situation is not to cure the injured person, but to ensure, as far as possible that the injury or illness is not worsened before professional help is obtained as required. School staff should not hesitate to act in an emergency. Other adults on duty should automatically assist any member of school staff in the case of a serious injury.

Designated First Aid Co-ordinator

The Board of Management will designate a first aid co-ordinator who must complete a recognised training course at least every 2 years, and has been certified as competent by a recognised occupational first aid instructor. It is the responsibility of the designated first aid co-ordinator to;

- oversee the administration of first aid in the school,
- inform the members of the school staff of the first aid arrangements, including the locations of equipment, facilities and first aid personnel,
- ensure the adequate stocking of and availability of first aid equipment,
- ensure that an ambulance or other professional medical assistance is called when appropriate.

Staff who agree to act as additional designated first aid officers do so on a voluntary basis.

Equipment

The first aid boxes are located in the secretary’s office and the library. All school staff will be made aware of this location. The contents of such boxes are replenished when deemed necessary by the coordinator.

Minor Accident/Injury

On occasion, children are injured in an accident in the school. This usually happens in the schoolyard when children are playing. The teacher on yard duty initially looks after the injured child. If deemed necessary, the child will be taken to a First Aider. No medicines are to be administered but cuts are to be cleaned, plasters (latex free) or bandages applied as deemed appropriate. The use of latex free plastic gloves is advised at all times.

More Serious Accidents/Injuries

If considered safe to do so, the injured person is taken to a designated quiet area. The parent(s) or guardian(s) will be informed immediately, particularly if there is a suspicion of broken bones, head or eye injuries. The child is kept under observation until the parent(s) or guardian(s) arrive, with the emphasis on making the child as comfortable and settled as possible.

Very Serious Injuries

In the event of a very serious injury, if the considered opinion of the staff is that immediate professional help is required, an ambulance is to be called. The parent(s) or guardian(s) will be contacted immediately.

Urgent first aid to preserve life or prevent further serious injury shall be administered, the injured person shall be kept immobile and comfortable until a qualified medical professional such as a doctor, nurse or ambulance attendee can take over management of the situation.

On rare occasions a school staff may agree that taking the child to Accident & Emergency in a taxi is a more prudent option. Parent(s) or guardian(s) are to be kept informed of developing situations.

Record Keeping:

All serious accidents/injuries are recorded in the Accident Report Book, which is located in the secretary's office. There is a single Accident Report Book which covers all children in the school. The Accident Report Book lists the date and time of the accident, nature of injuries, a brief description of the circumstance of the accident, procedures followed by staff etc.

Very serious injuries will be notified to the schools insurers - Special Incident Report Form.

In the case of serious injury to a staff member, the Health and Safety Authority will be informed in accordance with HSA guidelines.

Minor Illnesses

A child who is ill and unfit to attend school would normally be kept at home until fully recovered. Occasionally, children become ill at school and the class teacher or principal will arrange for the parent(s) or guardian(s) to be contacted to bring the child home. In an emergency situation qualified medical help will be sought for the child.

Chronic Health Conditions

The Board of Management and the school is committed to ensuring the safety of pupils with chronic health conditions such as asthma, diabetes, epilepsy or anaphylaxis.

The parent(s) or guardian(s) have primary responsibility for their child's health and, on enrolment, must provide the school, in writing, with any relevant medical information. Parents are obliged to inform the school if there is a change in their child's medical needs, if there has been a change to the child's medication or if a new diagnosis is received. This can be done by completing the Medical Information Form. This medical information should be updated annually or as often as necessary.

The Board of Management will ensure that teachers are made aware of any students in their care who have medical conditions. The Board of Management will provide for training in the administration of emergency medication for specific conditions, where necessary.

In line with the resources provided by the Department of Education and Skills, the school will make all efforts to ensure that all pupils with chronic conditions can participate in all aspects of the curriculum and the provision of appropriate adjustments as necessary.

Responsibility for Administration of Medication

No teacher can be required to administer medicine or drugs to a pupil. Any teacher who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe and that it will be limited to emergency situations only.

A teacher who takes responsibility for administering medicines also takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed. The following procedures will apply;

- The parent(s) or guardian(s) of the pupil concerned must write to the Board of Management requesting the authorisation of a member of the school staff to administer the medication.
- The request must also contain written instructions of the procedure to be followed in administering the medication. The parent(s) or guardian(s) must outline clearly what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- The Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If the teacher is so authorised she/he should be properly instructed by the Board of Management.
- It is the responsibility of the parents to ensure that all necessary medication is brought in to the school and is clearly labelled with pupil's name, name of the medication, dosage and frequency of the medication, expiry date of the medication.
- It is also the responsibility of the parent or guardian to check the expiry date of the medication and to appropriately dispose of out-of-date medication. Any medication requiring refrigeration must be sent in to school in an airtight container clearly labelled with the details set out above.
- A teacher will not administer medication without the specific authorisation of the Board of Management.
- In administering medication to pupils, teachers will exercise the standard of care of a reasonable and prudent parent or guardian.
- The Board of Management will inform the school's insurers accordingly.
- The Board of Management will seek an indemnity from the parent(s) or guardian(s) in respect of any liability that may arise regarding the administration of the medication.
- A written record of the date and time of administration must be kept by the person administering it.
- Emergency medication will be brought on all school trips and to other activities off the school premises.

Parent(s) or guardians(s) should ensure that these procedures are clearly understood before submitting any request for the administration of medication to the Board of Management. Where the above procedure is put in place the Board of Management will give consideration to authorising another member of staff to administer the medication in the event that the regular teacher is not available.

Criteria in Considering a Medication Request

When considering an administration of medication request from parent(s) or guardian(s), the Board of Management will consider the request using the following criteria.

- Are procedures, in line with the INTO/CPSMA guidelines, followed when the parent(s) or guardian(s) make a request to the Board of Management that a teacher administer medication?
- What categories of medication may staff administer and under what conditions?
- Where a pupil has a specific medical condition, are members of the school staff aware of the likely symptoms of an attack/illness for that pupil?
- Where medication might be required, has training in the administration of medication been provided to school staff to deal with such circumstances?
- What arrangements are made when the member of school staff designated to administer the medication is absent?
- Who will administer the medication in an emergency?
- What safety precautions are needed for teachers? e.g. Has/have the teacher/s received clear instructions from the parent(s) or guardian(s) or more suitably qualified person as to exactly how and when the medication is to be administered?
- Has the indemnity form been completed?
- How is school staff informed of medication administration arrangements from year to year?
- How is safe storage and access to medication ensured?
- Are up to date contact details of parent(s) or guardian(s) available?
- Are emergency numbers available?
- How often is this particular case reviewed?

Non-Prescription Medications

Children are not permitted to carry non-prescription medications in school such as, but not limited to, cough mixtures, painkillers (paracetamol or ibuprofen) and anti-histamines and these will not be administered to pupils. If found such medications will be confiscated and parent(s) or guardian(s) will be contacted.

Safe disposal of medications.

Parent(s) or guardian(s) must ensure that an adult collects out-of-date medication. Used Adrenalin auto injectors (Anapens) must be given to the attending ambulance crew.

Disposal of Sharps

Sharps boxes must be used for the safe 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). The parent(s) or guardian(s) must provide the school with a sharps box. All sharps boxes in this school will be stored in a locked cupboard when not in use unless alternative safe and secure arrangements are put in place on a case- by-case basis. If a sharps box is needed on an off-site or residential visit, a named member of staff will be responsible for its safe storage and will return it to school or the student's parent(s) or guardian(s). The parent(s) or guardian(s) must arrange collection and disposal of sharps boxes.

General Recommendations

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers 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 the Administration of Medicines.

The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members.

Parents have a responsibility to keep the school informed of all relevant medical information and to provide up-to-date emergency contact numbers.

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

Ratification and Review:

This policy was ratified by the Board of Management in November 2016. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than 2019.

Implementation:

The policy will be implemented from January 2017.

Signed

Chairperson of the Board of Management

Date
