



Polasaí Riaracháin Leighis *Administration of Medicines Policy*

Réamhrá *Introduction*

Cuireadh an polasaí seo le chéile le comhoibriú ó Mhúinteoirí, Coiste na dTuismitheoirí agus Bord Bainistíochta na scoile agus i dtacú le Polasaí Sláinte & Sabháilteacht na Scoile.

- *This policy is a collaborative document created by the School Teachers, Parents' Association and the Board of Management. This policy was formed in support of our school Health & Safety Policy.*

Más rud é go bhfuil difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasaí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus na leagan Béarla mar aistriúchán.

- *Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.*

An Gaol le Spioraid Sainiúil na scoile *Relationship to the School's Ethos*

Sí ráiteas físe na scoile ná ard-chaighdeán oideachais a chur ar fail trí mheán na Gaeilge, báite in éiteas a chothaíonn luachanna Críostaíoch agus oidhreacht na hÉireann.

Tá sé tábhachtach dúinn sa phobal scoile go mbeadh luachanna idirchreidmheacha agus morálacha na scoile dhá chur chun cinn trí mheán na Gaeilge.

- *Our school mission is to provide an excellent standard of education through the medium of Irish, steeped in an ethos that promotes Christian values and Irish heritage.*
- *It is important to us in our school community that our interdenominational and moral values are developed through the medium of Irish.*

Cinntíonn an polasaí seo go bhfuil aird tugtha do pháistí a bhfuil riachtannas cógais orthu. Is ceann de bhunaidhmeanna na scoile, timpeallacht slán comhbhách, a chruthú do phobal iomlán na scoile. Tacaíonn an polasaí seo leis an sainmheon sin.

- *This policy ensures that the needs of children for whom medication has to be administered, are addressed. The creation of a caring and safe environment for the whole school community is one of the main aims of the school. This policy upholds the school ethos.*

Aidhmeanna Aims

Seo a leanas aidhmeanna an pholasáí

- Dualgasáí an Bhoird Bhainistíochta i leith Sláinte agus Slándála a chomhlíonadh,
- Sláinte agus sábháilteacht daltaí a chaomhnú agus iad faoi chúram foirne scoile,
- Treoracha agus cosaint a leagadh síos do mhúinteoirí atá toilteannach cógas a riaradh ar pháistí faoi theoir an Bhoird,
- An scoil a chosaint ó dhlíthíocht.

The following are the aims of the policy

- *To fulfil the Board of Managements' responsibility in relation to health and safety,*
- *To safeguard the health and safety of pupils when they are in the care of the school staff,*
- *To provide guidelines and protection to staff members who are willing to administer medication under the direction of the Board,*
- *To protect the school against possible litigation.*

Sonraí Tábhachtacha Important Details

Iarrann an Bord Bainistíochta ar thuismitheoirí/chaomhnóirí a chinntiú go gcuirfear an scoil ar an eolas, i scríbhinn, maidir le riocht sláinte ar bith a bheadh i gceist i dtaobh a gcuid páistí. Ba chóir an t-eolas seo a chur in iúl nuair a chláraítear an dalta nó láithreach nuair a deimhnítear an riocht sláinte.

- *The Board of Management requests parents/guardians to ensure that the school is made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or immediately upon subsequent confirmation of any medical conditions.*

Ní choimeádfar agus ní dháilfear aon chógas leighis neamhúdaráithe sa scoil.

- *Non – prescription medicines will neither be stored nor administered to pupils in school unless they are prescribed for specific illnesses by a doctor and the required school forms completed.*

Munar féidir leis an dochtúir am dáileadh leighis a bheith lasmuigh d'am scoile ansin ba chóir don tuiste/chaomhnóir scríobh chuig an Bord Bainistíochtsa ag tabhairt údaráis dóibh ba(i)ll foirne a údarú chun an leigheas a dháileadh. Ba chóir go dtabharfadh an páiste an

leigheas dó féin, má tá sé ar a chumas sin a dhéanamh, agus é faoi mhaoirseacht an duine fhásta údaraithe.

- *If having sought doctor's advice it is not possible to rearrange the taking of prescribed medication outside school hours, the parent/guardians should write to the BOM seeking permission to authorise a teacher to administer prescribed medication during school time. The medicine should be self administered where possible under the supervision of an authorised adult. If the child cannot self administer it is the responsibility of the parent/ guardian to ensure that the correct dosage is provided.*

Ní féidir le múinteoir leigheas a dháileadh gan cead a bheith faighte roimh ré ón mBord Bainistíochta. Ní féidir leigheas a dháileadh gan cead scríofa ó thuistí agus slánaíocht tugtha do Bhord Bainistíochta na scoile.

- *A teacher cannot administer medication without the specific pre-authorisation of the Board. Prescribed medicines cannot be administered without the written consent of the parents and the indemnity provided to the Board of Management.*

Ní féidir leis an mBord Bainistíochta iachall a chur ar aon bhall foirne leigheas a dháileadh. Iarrfaidh an Bord Bainistíochta ar bhaill foirne oiriúnacha iad féin a chur chun cinn go deonach don chúram ,tabharfaidh siad an t-údarás dóibh cógas leighis a dháileadh agus cuirfidh siad traenail cúí ar fáil dóibh, más gá. Tá sé de cheart ag an mBord Bainistíochta, tar éis dóibh plé a dhéanamh ar an gcás, an t-éileamh ó thuiste/chaomhnór maidir le leigheas a dháileadh a dhiúltú. (Féach Aguisín 1 & 3)

- *The BOM cannot require staff to administer medication. However, the BOM will request appropriate Staff to volunteer, authorise them to administer medication and arrange training if required. The BOM reserve the right, after due consideration to refuse the request to administer medication. The letter requesting administration of medication should be accompanied by the written consent and indemnity of the parents/ guardians. (See Appendix 1 & 3)*

Coiméadann an scoil liosta de pháistí a bhfuil ag fulaingt le riocht sláinte, an cógas ar oideas dochtúra atá ceadaithe ag an mBord do mhúinteoir é a riaradh agus eolas teagmhála tuismitheoirí/caomhnóirí chomh maith le uimhreacha éigeandála. Cinntíonn an scoil go bhfuil an liosta seo cruinn ag tús gach scoilbhliain agus cuirtear leis de réir mar a thugtar eolas nua dúinn. Má thagann aon athrú an an eolas atá tugtha ag tuismitheoirí/caomhnóirí dúinn, tá sé mar dhualgas orthu an athrú seo a chur in iúl dúinn.

- *The school maintains an updated register of specific illnesses and prescribed medication that have been approved by the Board for administration at school. It also*

maintains contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year and is amended as new information is provided to the school. If any of this information changes, it is the responsibility of the parent/guardian to inform the school of these changes.

Moltar go gcaithfeadh paistí a bhfuil ailléirge orthu bráisléad leighis cuí.

- *It is recommended that pupils suffering from allergies should wear a medi – alert bracelet.*

I gcás ionanáilaitheoir faoisitheora, moltar ainm an pháiste a bheith air. Ligtear don pháiste seo a bheith acu sa mhála munar gá don mhúinteoir é a riaradh nó monatóireacht a dhéanamh ar an riaracháin. Is gá Aguisín 4 a líonadh isteach is a chur chuig oifig na scoile sa chás go bhfuil ionanáilaitheoir sa mhála ag do pháiste.

- *In the case of reliever inhalers, it is recommended that the child's name is attached. The children are allowed to keep these in their bags if the teacher is not required to administer them or monitor their administration. Appendix 4 must be **completed and returned to the school office if your child has an inhaler in his/her bag.***

Nósanna Imeachta Rólanna agus Freagrachtaí *Procedures, Roles and Responsibilities*

1. Tuismitheoirí/Caomhnóirí Parents/Guardians:

- Ba chóir go seolfadh an tuismitheoir/caomhnóir, i scríbhinn, iarratas go dtí an Bord Bainistíochta ag lorg baill foirne a bheith údaraithe chun an cógas a thabhairt, nó chun monatóireacht a dhéanamh ar fhéin-ghlacadh an chógais más cuí. (féach Aguisín 1)
- Tá sé mar riachtanas ar thuismitheoirí a thabhairt don Bhord i scríbhinn:
 1. Sonraí an pháiste (Ainm, seoladh, dáta breithe, uimhir PSP srl.),
 2. Litir dochtúra ag deimhniú cad lena fulaingíonn an páiste,
 3. Ainm an Chógais,
 4. Dáileog ordaithe,
 5. Cúinsí ginearálta nuair is gá an cógas a riaradh,
 6. Nósanna imeachta chun an cógas a riaradh,
 7. Nósanna imeachta chun an cógas a stóráil,
 8. Dáta ídithe an chógais & nósanna imeachta bailiú/fáil réidh leis.
- Tá freagracht ar thuismitheoirí/chaomhnóirí a chinntiú:
 - go dtagann an cógas chuig na scoile, agus go dtugtar an cógas don mhúinteoir,

- go bhfuil a dhóthain cógais ar fáil,
- go dtugtar abhaile mála ina bhfuil an cógas ag deireadh an lae, sa chás gur gá don chógas taisteal leis an bpáiste,
- Go gcuirfear athruithe sa chógas ar oideas dochtúra (nó méid dáileoige) in iúl, i scríbhinn, láithreach don scoil le treoir soiléir nua i scríbhinn maidir leis an gcógas nua a riaradh agus a stóráil.
- Tá sé de dhualgas freisin ar thuismitheoirí/chaomhnóirí slánaíocht a thabhairt don Bhord agus baill foirne údaraithe i dtaobh dliteanas ar bith a d'fhéadfadh a bheith i gceist maidir le cógas ar oideas dochtúra sa scoil. Cuirfidh an Bord árachóir na scoile ar an eolas dá réir sin. (féach Aguisín 3).
- I gcásanna ina bhfuil páistí i mbaol báis ó bhreoiteacht, ba chóir do thuismitheoirí a chur in iúl, go soiléir i scríbhinn, cad ba chóir agus cad nár chóir a dhéanamh i gcás práinne áirithe, ag díriú ar a bhfuil mar bhaol don pháiste.
- Is gá do thuismitheoirí/chaomhnóirí an scoil a choiméad ar an eolas faoi athruithe le sonraí teagmhála ionas gur féidir leis an scoil teacht orthu i gcás práinne.
- Ní bhaineann an polasaí seo le gníomhaíochtaí iar-scoile cuma an bhfuil siad ar siúl sa scoil nó in áit ar bith eile. Is gá do thuismitheoirí an cás seo a phlé leis an duine atá i gceannas, cuma cé atá á eagrú.

The parent/guardian should write to the Board of Management requesting the Board to authorise staff members to administer the medication or to monitor self-administration of the medication as appropriate. (see Appendix 1)

Parents/guardians are required to provide the following in writing:

1. *Child's personal details (name, address, DOB, PPSN etc)*
2. *A doctor's letter confirming the diagnosis'*
3. *Name of medication,*
4. *Prescribed dosage,*
5. *The circumstances under which the medication is to be given,*
6. *Procedures to be followed in the administration of the medication,*
7. *Procedures to be followed in the storing of the medication,*
8. *Expiry date of Medicine and procedures for collection/disposal of medicines.*

Parents/guardians are responsible for ensuring that;

- *the medication is delivered to the school and handed over to the class teacher,*
- *an adequate supply is available,*
- *any kit containing medication be removed from the school at the end of the day, should the child need to bring the medication in and out of school,*
- *changes in prescribed medication (or dosage) are be notified immediately, in writing, to the school with clear written instructions of any new procedure to be followed in storing and administering of the medication.*

Parents/guardians are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines. The Board will inform the school's insurers accordingly. (see Appendix 3)

Where children are suffering from life threatening conditions, parents/guardians should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to the child.

- *Parents/guardians are required to inform the school of any changes in contact details in order that they may be contacted in the event of an emergency.*
- *This policy does not refer to after-school activities whether they take place on the school premises or elsewhere. Parents/Guardians must discuss the administration of medicine with the person in charge of the activity, whoever that may be.*

2. Bord Bainistíochta *Board of Management*

- **Is féidir leis an mBord, tar éis machnamh a dhéanamh air, baill foirne a údarú le cógas a riaradh do dhalta, nó le monatóireacht a dhéanamh ar fhéin-ghlacadh an dalta féin más cuí agus coiméadfar taifead den cinneadh sin i nótaí an Bhoird.**
 - **Cinnteoídh an Bord go bhfuil na daoine údaraithe oílte i gceart conas an cógas a riaradh.**
 - **Cinnteoídh an Bord go bhfuil slánaíocht ar fáil ó na tuismitheoirí/caomhnóirí maidir le dliteanas ar bith a d'fhéadfadh a bheith i gceist maidir le riaradh cógais.**
 - **Ba chóir don Bhord an t-eolas cuí a chur ar fáil d'árachóirí na scoile gan mhoill.**
 - **Ba chóir don Bhord socruithe cuí a dhéanamh chun cógas a stóráil; ba chóir freisin socruithe a dhéanamh chun na nósanna imeachta a chur i bhfeidhm sa chás go mbíonn an ball foirne údaraithe as láthair.**
- *The Board, having considered the matter, may authorise staff members to administer medication to a pupil or to monitor the self-administration by a pupil where possible and will record its decision in the minutes.*
 - *The Board will ensure that the authorised persons are properly instructed in how to administer the medicine.*
 - *The Board shall seek an indemnity from parents/guardians in respect of liability that may arise regarding the administration of the medicine.*
 - *The Board shall inform the school insurers accordingly.*
 - *The Board shall make arrangements for the appropriate storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.*

3. Ball Foirne *Staff Members:*

- **Níor chóir riamh go mbeadh de dhualgas ar bhall foirne cógas a thabhairt do dhalta.**

- Leanfaidh na baill foirne nósanna imeachta atá leagtha síos sa litir ón dochtúir sa tuiscint go bhfuil sábháilteacht ag baint leis.
 - Ba chóir treoir scríofa maidir le riaradh an chógais a bheith ar fáil agus traenáil i riaradh an chógais ó thuismitheoirí/chaomhnóirí nó ó traenálaí oillte eile;
 - Níor chóir cógas a riaradh gan cead speisialta a bheith faighte ón mBord Bainistíochta agus é a bheith taifeadtha i nótaí an chruinnithe.
 - Agus iad ag riaradh cógais do dhaltaí, ba chóir go mbeadh na baill foirne ag feidhmiú mar a dhéanadh thuismitheoir/chaomhnóir stuama d'fograiseach.
 - Ba chóir tuairisc scríofa a choiméad i dtaobh dáta agus am riartha. (féach Aguisín 2)
 - Ba chóir fios a chur gan mhoill ar lucht leighis cáilithe nuair a tharlaíonn éigeandáil.
 - Ba chóir dul i dteagmháil leis na thuismitheoirí/chaomhnóirí nuair a bhíonn fadhb nó éigeandáil i gceist.
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- *No staff member can be required to administer medication to a pupil.*
 - *Any staff member who is willing to administer medicines with Board approval should do so under the directed guidelines appropriate to that prescribed medication in the belief that the administration is safe.*
 - *Written instructions on the administration of the medication must be provided and any appropriate training in the administration of the medicine should be provided by the parent/guardian or an appropriately trained person.*
 - *Medication must not be administered without the specific minuted authorisation of the Board of Management.*
 - *In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent/guardian.*
 - *A written record of the date and time of administration will be kept. (see Appendix 2)*
 - *Qualified medical treatment should be sought in emergencies at the earliest opportunity.*
 - *Parents/guardians should be contacted should any concerns or emergencies arise.*

Éigeandáil Emergencies

- I gcás éigeandála, níor chóir don fhoireann ach an méid is lú a dhéanamh chun freastal ar an dalta maidir le ró-anacair a mhaolú nó breis damáiste a sheachaint. Ba chóir fios a chur gan mhoill ar lucht leighis cáilithe nuair a tharlaíonn éigeandáil.
- *In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further harm. Qualified medical treatment should be sought in emergencies at the earliest opportunity.*

- Is gá do thuismitheoirí/chaomhnóirí an scoil a choiméad ar an eolas faoi athruithe le sonraí teagmhála ionas gur féidir leis an scoil teacht orthu i gcás práinne.
- *Parents/guardians are required to inform the school of any changes in contact details in order that they may be contacted in the event of an emergency.*
- Sa chás nach bhfuil aon chógas ar fáil, agus nuair is gá cúram cógais, is féidir le ball foirne réamh-shocruithe an páiste a thabhairt chuig an dochtúir áitiúil nó an tAonad Timpistí agus Éigeandála. Cuirfear glaoch ar na thuismitheoirí/caomhnóirí ag an am céanna.
- *Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child to their local doctor or into Accident and Emergency without delay. Parents/guardians will be contacted simultaneously.*

Bosca Garchabhrach *First Aid Box*

- Coiméadtar bosca garchabhrach i seomra Cead Cabhair na scoile. Comhlíonann an bhosca seo na rialacha atá leagtha síos ag an Údarás Sláinte agus Sábháilteachta agus tá siad líonta gach téarma. Téann bosca garchabhrach taistil le ranganna a théann amach ó láthair na scoile ar thuras. Ba chóir freisin go dtógfar cógais a bhaineann le pásite faoi leith amach ar thuras. Tá treoirlínte maidir le Garchabhair inár bPolasaí Sláinte & Sabháilte.
- *A First Aid box is kept in the First Aid Room. These First Aid boxes comply with the guidelines from the HSA and are replenished termly or as required. A travel first aid kit is taken when a class is leaving the school site on school tours/activity. Similarly, medication appropriate to a particular child should be taken on any out of school tour/activity. There are guidelines for the administration of First Aid in our Health & Safety policy.*

Critéir Ráthúlachta *Success Criteria*

- Go bhfuilimid ag cloí le dlíthe Sláinte agus Slándála.
- Go bhfuil timpeallacht slán comhbhách á chruthú do na páistí.
- Aischothú dearfach ó mhúinteoirí, ó thuismitheoirí/chaomhnóirí agus ó dhaltaí.
- *Compliance with Health and Safety Legislation.*
- *Maintaining a safe and caring environment for the children.*
- *Positive feedback from teachers, parents/guardians and students.*

Clár ama Athbhreithnithe *Timetable for Review*

Déanfar athbhreithniú ar an bpolasaí go rialta nó ar chlárú do pháiste le ríocht sláinte suntasach nó má tharlaíonn aon eachtra éigeandála a léiríonn gur gá athruithe a dhéanamh sa pholasaí.

This policy will be reviewed regularly or on the enrolment of a child with a significant medical condition or following any incident that occurs which may require revisions to be made.

Daingniú *Ratification*

Daingnithe ar an 25ú Aibreán 2018. *This policy was updated on 25th of April 2018.*

Sínithe: _____ Dáta _____

Cathaoirleach