

# School Organisation Policy Review 2009

## *A Sick Pupil/Accidents & Injuries/Medicine Administration*

- Parents/Guardians will be contacted immediately in the event of a pupil being seriously injured while at school. It is standard practice to record the details of all serious accidents on our 'Accident Report Form'. This is on file in the office. A copy of this form will be forwarded to the Chairperson promptly. A copy is kept on file in the school office.
  
- A record of a child becoming sick in class should be noted in the School Incident Book. The class teacher will contact a parent/guardian if he/she suspects that a pupil is not fit to remain in class and /or needs medical attention. Our role of thumb in most instances (and in particular if the Principal/Vice Principal is in any doubt) is to ensure the pupil is placed in the care of parents/guardian.
  
- Parents are given the choice of participating in the optional Personal Accident Insurance scheme at the start of every school year. It is recommended that this is availed of.
  
- A serious accident is one which the Principal and staff members agree requires medical intervention. As a result of a serious accident a pupil will experience high levels of pain, distress, nausea, physical discomfort or/as well as the obvious signs – bruising, an open wound, broken bone, blood loss or loss of consciousness.

- In such a circumstance parent/guardians will be contacted immediately and/or an ambulance requested.
- Certain staff members have rudimentary First Aid training and will administer same advisedly if possible.
- Parents must advise the school of any medical ailments their children have on the original Enrolment/pupil data form. Pupils' medical status sometimes changes from time to time.
- *Please keep the school informed of any changes in your child's state of health.*
- We define a 'Minor Injury' as a run of the mill bump, graze or scratch. When a child brings such an injury to the staff members' attention the wound or place of pain will be
  - Inspected
  - Cleaned with water and antiseptic wipe if necessary
  - Dressed with a plaster
  - An ice pack wrapped in a towel will applied to a bump/bruise
- The pupil will remain seated in the corridor after inspection by the staff member, adjacent to the staff room/office.
- The Principal/Vice-Principal is responsible for deciding when broken skin requires treatment from a medical practitioner and will contact Parents/Guardians to request same.

- The class teacher must be informed if a pupil in his/her class has an injury. This will allow the class teacher to continue to monitor the pupil for signs of distress, feeling faint etc.
- The class teacher will make a brief note of any minor accident in the child's homework notebook for the parents/guardians attention.
- The infant teacher will send home a note.
  
- **The First Aid kit** is stored in the school office. Staff members will clean wounds with water and allow a minor wound to air dry prior to the application of a Band aid. Creams and antiseptic liquids are not applied on broken skin. Gloves are worn by the staff member in attendance.
- The Board of Management are eager for staff members to have basic First Aid knowledge.
  
- In the event of a serious accident and a parent/guardian being un-contactable, the pupil will be brought to hospital by ambulance, with the class teacher and secretary accompanying.
  
- Minor accidents will be recorded in the School Incident Book and Pupils Homework Notebook.
- Serious accidents will be recorded in the School Incident Book and on the Accident Report Form.
- The Principal holds the School Incident Book. Accident Report Forms are available in the school office.
- Any pupil, who is asthmatic, irrespective of the degree of his /her asthma, should carry an inhaler in his school bag always.
- A child who needs to take an antibiotic should remain at home from school.

## Administration Of Medicines In Schools Indemnity

THIS INDEMNITY made the                      day of 20                      BETWEEN

(lawful father and mother of

)

(hereinafter called 'the parents') of the One Part AND

for and on behalf of the Board of Management of

School situated at

in the County of                      (hereinafter called 'the Board') of the  
Other Part,

### **WHEREAS:**

1. The parents are respectively the lawful father and mother of a pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication, viz.
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or

such other member of staff of the said school as may be designated from time to time by the Board.

**NOW IT IS HEREBY AGREED** by and between the parties hereto as follows:

(a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

**IN WITNESS whereof** the parties hereto have hereunto set their hands and affixed their seals the day and year first herein WRITTEN.

SIGNED AND SEALED by the parents in the presence of:

SIGNED AND SEALED by the said in the presence of:

## Teachers And Administration Of Medicines In Schools

1. No teacher can be required to administer medicine or drugs to a pupil.
  
2. Any teacher who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe. It is wise to limit this willingness to emergency situations only. A teacher who does take responsibility for administering medicines 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 INTO/CPSMA advise that:
  - (a) The parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise a member of the teaching staff to administer the medication;
  
  - (b) The request should also contain written instructions of the procedure to be followed in administering the medication;
  
  - (c) 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;
  
  - (d) A teacher should not administer medication without the specific authorisation of the Board;

(e) In administering medication to pupils, teachers should exercise the standard of care of a reasonable and prudent parent;

(f) The Board of Management should inform the school's insurers accordingly;

(g) The Board of Management should seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.

Arrangements should also be made by the Board of Management for the safe storage of medication and procedures for the administration of medication in the event of the authorised teacher's absence. It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.

3. In emergencies teachers should do no more than is obviously 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 possible schools should request that medical practitioners would arrange times for medication so that they don't coincide with school time.

It is important that Boards of Management request parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class. Children who are epileptics or diabetics or who are prone to anaphylactic shock

syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person if necessary.

(From Guidance for Teachers, published by INTO)

