



## Salesian Secondary College

### Policy Governing Administration of Medications and Provision of First Aid to Students.

#### **Mission Statement.**

The mission of the Salesian Secondary College, Pallaskenry, is to provide the best possible education based on Christian/Catholic values in partnership with parents and within a caring community. This school incorporates the characteristics of Salesian Education as practised by St. John Bosco in his "Preventive System".

In order to achieve this we aim to provide opportunities for students to:

1. gain skills, knowledge and understanding that will be of lasting value throughout their lives
2. develop each individual's talents to the level of his/her personal potential for the benefit of Community and Society
3. develop the characteristics appropriate to a member of a Christian community, including those of mutual respect and concern for others, irrespective of race, colour, gender or creed
4. promote the physical and emotional well-being of students by developing self-esteem, personal responsibility and the ability to live and work with others
5. work with staff committed to these ideals

The references to "skills", "respect and concern", "physical and emotional well-being", "self esteem and personal responsibility" have particular resonance in this policy on the Administration of Medications and Provision of First Aid to Students.

#### **Rationale and Scope.**

A student who is unwell or who becomes unwell or injured during the school day may be vulnerable in school. For this reason and to acknowledge the school's responsibility to provide appropriate care for a young person, the Board has ratified this policy.

The purpose of this policy is to provide for the health and safety of all students, while engaged in school activities. The policy also attempts to provide boundaries for staff in the management of situations arising from medical needs of students.

The policy refers to all students of Salesian Secondary College and to visiting / exchange students.

“Medication” in this policy refers to medicines, tablets and sprays administered by mouth and automatic injection devices (eg. anapen) used in cases of anaphylaxis.

“First Aid” in this policy refers to emergency care or treatment given to an ill or injured person before regular medical aid can be obtained.

## **Responsibilities.**

### **Responsibilities of the Parent / Guardian.**

- It is the responsibility of Parents/Guardians to inform the school of any medical issues/medication affecting their child. This information should be provided at enrolment or at the development of any medical conditions at a later date. This information will be recorded on a Personal Medical Details Form, which is completed along with the student personal details and stored on file/ Vsware in the Principal's office. (See Appendix A). This form contains the name of the student's GP, and two or more contact numbers in case of emergency.
- Parents are required to provide written instructions of procedures to be followed in the administration and storing of medications which are necessary for the health of a young person.
- Parents are responsible for ensuring that the medication is delivered to the school and handed over to a responsible adult and for ensuring that an adequate, in date supply is available.
- 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 in school. The Board will inform the school's insurers accordingly.
- 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.
- Where children are suffering from lifelong or 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 are required to provide a telephone number where they may be contacted in the event of an emergency arising. Changes to contact details must be communicated to the Year Head and Main Office.
- Parents are responsible for following up on illness or injury which is reported to them by the school or by students on return from school, in a timely way. Parents / guardians should seek advice from a GP, physiotherapist, pharmacist, dentist or other medical specialist as appropriate.
- Parents are asked to assess a young person's symptoms at home before allowing an unwell or recovering student to attend school. Where a parent / guardian determines that their child, though somewhat unwell or recovering from illness, is well enough to attend school, it is reasonable that the school would ask the young person to attend their morning classes.

As a young person becomes increasingly unwell over the course of the day, and where out of class supervision is not available, it may be necessary for the student to go home. In such cases, the procedures already outlined should be followed.

Parents / guardians are advised that supervision of students who are unwell may best be delivered by the classroom teacher and in the company of peers. In such cases, the teacher will be sensitive to how the young person is feeling and will be mindful of their limited ability to participate in the lesson for the day. Although a student may present at offices for out of class supervision, this may not always be possible.

- At all times, parents / guardians are responsible for following advice given to their family by their medical practitioner, as it pertains to school attendance or the conduct of the young person in school.
- On occasion, the school will issue warnings concerning health matters (occurrence of head lice or contagious illness, for example.) In these cases, it is the responsibility of the parent to follow advice given by the school or communicated through the school by the HSE.
- Parents / guardians are reminded that a student's health is well served by having a balanced, healthy diet, regular exercise and adequate sleep. Parents / guardians are asked to ensure that students have a healthy breakfast in the morning and to be vigilant as to the contents of lunchboxes. Additionally, parents / guardians are advised that young people who do not get adequate sleep may suffer ill health. Accordingly, parents / guardians are asked to monitor time spent on homework and study, internet and TV usage, part time jobs, nights out and weekend / holiday time routine.

- It is reasonable to expect that a student may experience bouts of being “off form”, which do not require absence from school or absence from class. Parents / guardians are asked to promote the principle of full school and full class attendance at all times.

### **Responsibilities of Students.**

- The Mission Statement of Salesian Secondary College refers to the responsible behaviour of students. Students are required to behave in a manner which does not endanger the safety of any member of the school community. Rough play or risk taking is ill advised and discouraged. Such behaviour may result in a sanction, at the discretion of the Deputy Principals / Principal.
- Students are asked to acknowledge their role in the understanding and management of symptoms which they may experience.
- Students are advised through our Wellbeing Programme to lead a balanced, healthy lifestyle; to eat healthily, to exercise regularly and to get adequate sleep. A healthy breakfast and lunch are essential each day.

### **Responsibilities of the Board of Management and the Senior Management Team.**

- The Board, having considered specific circumstances which may arise, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- The Board will ensure that the authorised person is properly instructed in how to administer the medicine.
- The Board shall seek an indemnity from parents 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 safe storage of medication and procedures for the administration of medication in the event of the authorised staff member’s absence.
- It is the responsibility of School Management to inform staff appropriately, and as instructed by family members, of medical issues which are relevant.
- The SMT is responsible for the documentation of events which fall under the remit of this policy.
- The Board of Management ensures that the Principal and Deputy Principal team put a supervision schedule in place, which places teachers in supervisory roles in key areas of

the school at break times. Between classes, students are asked to move around the building and site in a safe and orderly way.

- **Responsibilities of Teachers and Administering Adults.**

- It is the responsibility of staff members to inform themselves of correct procedures in relation to illness, medication and first aid.
- In administering medication or first aid to pupils, staff members will exercise the standard of care of a reasonable and prudent parent and be mindful of Child Protection Guidelines 2017.
- The administering adult is responsible for recording the intervention. A record book for this purpose is kept in the Management Offices.
- Any staff member who is willing to administer medicines or first aid does so under strictly controlled guidelines in the belief that the administration is safe.
- In emergency situations, staff 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.
- Parents should be contacted should any questions or emergencies arise.
- The staff Health & Safety Officer is responsible for the provision and maintenance of first aid supplies in the above listed areas. The teachers in those areas are responsible for the safe-keeping of the supplies.
- A stock take of all first aid supplies is carried out by the Health & Safety Officer at least once a year.

### **Student Absence through Illness.**

Students who miss school time because of illness or medical appointments are required to bring a note from home on return to school, explaining the absence.

Absence from school or from class or medical reasons may require certification by the GP. The Year Head will advise.

Appointments with orthodontist, dentist, physiotherapist, GP, specialist, counselling service etc should be kept to outside school times, where possible. Please note that students are

not permitted to leave school to attend these appointments without being signed out by a Parent / guardian in person at the Main Office.

Parents/ guardians are asked to ensure that their son / daughter is properly informed of appointments and given a “Depart Early” note (in the back of the Journal) on the morning of the appointment. Parents / guardians are asked, as far as is practicable, to inform their child of such appointments, so that the young person is ready to leave school at the appointed time with their parent / guardian.

Students who leave school because of illness or for appointments are collected at Reception.

### **Illness.**

The school will endeavour to provide every support possible to students who experience ill health. Parents / guardians are advised to keep close contact with the school so that supports can be put in place, where appropriate.

Parents / guardians are advised that it is in a student’s best interests that medical matters are brought to the attention of the Class Tutor or Year Head and that he / she is kept informed of updates. Such information is treated with discretion. Written records are subject to our Data Protection Policy.

In certain circumstances, special accommodations may be made in relation to House and State Examinations. Additionally, supports may be available through the Special Educational Needs Organiser (SENO). The Special Education Needs Coordinator in the College and Deputy Principal will advise.

### **Illness arising during the school day.**

All staff members are issued with the document “Procedures to Follow if a Student is Unwell.” (Appendix A.) Interventions which are recommended for unwell students include moving a student nearer fresh air, offering the student time to get something to eat or drink, provision of a warm or cool drink, short term timeout (when supervision is available), provision of SNA assistance (where available) etc.

If a student feels so unwell during the school day as to require the attention of an adult, he/she MUST inform the Class Tutor, Year Head, Deputy Principal or Principal(i.e. a member of the student’s Pastoral Care Team). Students are advised that if need is immediate and none of these adults is available, he/she should present himself/herself to the offices or Staffroom for attention. (If the student becomes unwell in the classroom, he/she may wait until the end of class to find a member of his/her Pastoral Team or he/she may inform his/

her Class Teacher immediately. In this case, the Class Teacher will inform the offices as the necessary arrangements are being made.)

A student is not permitted to absent herself/himself from class because of illness without the permission of a member of the Pastoral Care Team. Such absence puts the unwell student out of the supervision of a caring adult and may endanger the student.

A student is not permitted to absent himself/herself from class in order to care for a student who is unwell, without the permission of a member of her/his Pastoral Care Team. Such absence may serve to keep important information about a vulnerable student from caring adults and may increase that student's vulnerability.

Under no circumstances may a student contact home to inform a parent about illness or to request collection without following the proper channels. Breach of this stipulation will result in sanction. This is for Child Protection Purposes.

Having assessed the student's needs, the member of the Pastoral Care Team may return the student to class with a note to the Class Teacher that she/he requires particular monitoring and supervision. The student may be asked to check in later with the same adult to review how she/he is feeling. Alternatively, that adult may call home or instruct the student to attend with another staff member who will call home. While a student is waiting for collection by a Parent/guardian, she/he will attend class, so as to be supervised, or wait at Reception or at the offices, if collection is imminent.

A student may only leave the school with the Parent/guardian whose details have been given to the school. Students will not be permitted to leave without being signed out by that Parent/guardian. Parents/guardians may nominate an adult to collect.

If a student ordinarily goes home for lunch but has declared herself/himself unwell, the decision may be taken, for that young person's safety, to withdraw permission to leave the premises without supervision of a Parent/guardian. If a student becomes unwell during her his/her break and does not return to school after lunch, a parent/guardian should inform the school by the end of the school day. In addition, the student should bring a note from home on her/his return to school. Again, this is for Child Protection Purposes.

Students may not excuse themselves from school activities without the agreement of a member of the Pastoral Care Team and the agreement of the activities' facilitator (eg school excursion, PE class, event etc.) A student who is repeatedly needful of a dispensation from PE must provide the teacher/Year Head with a note to this effect from home. As PE is an essential part of our school programme, ongoing absence from PE may only allowed if a GP note is provided by the family.

Students may not present themselves to school out of uniform or in alternative uniform for reasons of illness, unless this has been agreed in advance by a member of her Pastoral Care Team, and advised by a medical practitioner. This refers to footwear also.

### **Allergies.**

Should the need arise, the school will commit to providing for a “nut free” environment. Parents/Guardians are requested not to allow nuts/nut products in lunchboxes or in ingredients’ packages etc.

With regard to nuts and other allergens, the school cannot guarantee that guidelines will be followed by all members of the school community at all times. In the case of allergies to particular food items (nuts, fruit, fish, etc), no guarantees can be given that these items will not be present on the school premises, and in particular, in the Home Economics kitchens, unknown to supervising teachers at any particular time.

In relation to certain allergies, special arrangements may be made in particular classrooms. These are at the discretion of the Class Teacher and will be clearly outlined to the Parent/Guardian on commencement in the subject by a Class Teacher (eg Home Economics).

The student is responsible for ensuring that she/he carries required allergy medication (in date) at all times, which she/he may administer themselves at the onset of symptoms, with the permission of a Parent/Guardian. If the student becomes very unwell, staff may administer an “epipen” (or similar, if prescribed), if clear written instructions have been received from the Parent / Guardian by the Principal. In addition, at the start of each school year, the student is required to prepare a clear plastic case (a lunchbox is suitable), in which she/he places medication (in date), a recent photograph and a written set of instructions to staff, signed by a Parent/Guardian. This will be kept in a central location in the school for emergency use.

In the case of allergies to medications, identifying bracelets etc are advised. Every effort possible is made to inform staff appropriately re medical issues of students. However, changing timetables, the use of substitute teachers, supervisors, visiting speakers, outside workshops, work experience modules, sports events etc means that information may not be current in all cases at all times. In these cases, the student is reminded of his/her responsibility to keep caring adults informed of relevant information as and when required.

### **Medications.**



While the Board of Management has a duty to safeguard the health and safety of students when they are engaged in authorised school activities, this does not imply a duty upon teaching or administrative staff to personally undertake the administration of medication.

### **Over the Counter Medication.**

Salesian Secondary College does not permit a member of staff to administer any medications to students and medications are not held on site for this purpose. In particular circumstances, a parent/guardian may write to the Board of Management requesting special consideration. In the case of minor injuries, appropriate minor first aid may be administered by a trained staff member.

If a student is in need of medication which she takes herself/himself, she/he does so with the approval and knowledge of her/his parent/guardian, and without the supervision of Salesian Secondary College.

### **Prescribed medication.**

Parents/guardians are asked to inform the school if a student is taking prescribed medication, for which she/he requires the assistance of an adult. If this is the case, please make an appointment with the Principal on enrolment or on diagnosis.

In general, students can only receive assistance with medications from an adult employee of the school, if certain criteria are deemed to have been met by the Special Educational Needs Organiser (“SENO”).

Parents/ Guardians are advised that it is in the best interests of all students that the College is informed of medical issues as they arise. Please advise the Year Head.

### **Procedures to follow when a student requires assistance with prescribed medication or first aid.**

From time to time it may be necessary to administer first aid to students due to injury, accident or illness.

In the event of an injury or accident to a student in class or when on school business, the teacher in charge or closest supervising teacher should arrange to bring the student to the office area and make arrangements for a designated first aid person to be contacted.

If the student cannot be moved then the teacher in charge should notify the Principal / Deputy Principal and a first aid person immediately.

It is the policy of Salesian Secondary College to provide equipment and facilities which are adequate and appropriate for first aid to staff and students.

First aid supplies are located in the following areas:

- Deputy Principals' Offices
- Secretary's Office
- Sports Room
- Science Labs 1 and 2
- Home Economics Room
- Art Room
- Materials Technology Room
- Staff Room

The following contents will be provided in the first aid box:

- Sterilised unmediated dressings (small, medium and large)
- Adhesive wound dressings in assorted sizes.
- Adhesive plasters.
- Absorbent sterilised cotton wool in 15g packets.
- Triangular bandages – unbleached calico 1,300 950mm.
- Antiseptic cleaning solution.
- Antiseptic cream.
- Sterilised eye pads in sealed packets.
- Rubber or pressure bandages.
- Scissors (blunt nosed)
- Eye bath
- Safety pins
- Small bowl or dish.
- Latex disposable gloves (for use by the first aider)

It should also include:

- Names of staff with responsibility for first aid treatment.
- Telephone numbers of nearest doctor, casualty hospital and eye clinic.
- Summary of advice on first aid treatment.

First Aiders (or other staff) are not allowed to dispense analgesics, pills or medication. Supplies of such items will not be kept in the first aid boxes.

In the case of medical emergencies, it is important to point out that the College does not have a Medical Centre, nor does it have a Nurse or Doctor on call. However, designated staff have training in basic first aid. The College also has a team of occupational first aiders.

If any further medical assistance is required, the College will call the Ambulance Service. The cost of this service will be borne by the College.

**The following steps should be applied when someone becomes ill or is injured while in the College:**

In Case of Injury or Illness:

The teacher in charge will assess the injury and decide if he/she is able to administer first aid. In the case of illness the teacher will speak to the student to determine if the student has a history of illness and will check the student file to determine if any record of illness has been disclosed. The teacher is advised to seek the assistance of another member of staff and /or a first aid responder if needed. The teacher that witnesses or comes across the incident should remain with the First Aid Responder.

He/she, in consultation with the other member of staff and or senior management, will check and confirm identity of student and will either:

Administer First Aid if it is a minor injury OR

For a student under 18 year of age, contact the nominated person on their form, request him/her to come and take the student home/to the G P/hospital OR

For a student over 18 year of age, having obtained their consent, contact the nominated person on their form, request him/her to come and take the student home/to the G P/ hospital OR

Call an Ambulance if the injury / illness is more serious.( Check ETA of ambulance)

All incidents of injuries and illness must be recorded using an Incident Accident Report Form. This form can be accessed through the secretary's office. The Incident Report Form upon completion should be returned to Principal / Deputy Principal.(See Appendix C)

**Evaluation.**

School management will accept feedback from staff, students and parents made through the proper use of the appropriate channels ie staff meetings, student committees and PSAC. This feedback will inform periodic evaluation of the policy by Management.

This policy is incorporated into the body of School Policy from the date of ratification.

Proposed date of review: \_\_\_\_\_

Date of ratification: \_\_\_\_\_

Signed: \_\_\_\_\_



## Appendix A

### Advice for staff (non-first-aiders) in First Aid Incidents.

Make sure the scene is safe – move furniture if necessary

1. Clear the scene – maintain the privacy and dignity of the learner. One or two friends may be of assistance to stay with the student. Send a student to get help from another member of staff. Give clear and concise instructions to the student, e.g. 'Go to Reception or Caretaker's Office and ask them to get a First Aider.'
2. Assess the person who is unwell.
3. The teacher should stay with this learner – unless there is no one else to send for help.
4. When you have 2 members of staff present:
  - a. Confirm identity
  - b. Get Medical Assistance Form from staff room
5. When the First Aider arrives and assesses the student / other, they will make a decision on the need for further intervention, including calling an ambulance and parent / guardian.
6. The person calling the ambulance MUST stay beside the student / other to communicate with the ambulance call staff.
7. After the incident, an Incident Form must be completed. All those involved in responding to the incident should discuss and decide who fills out this form. As much information as possible should be included in the Incident Form; objective facts only.
8. Staff who have witnessed, responded to and dealt with the incident may need out of class time to reflect and debrief.

**STUDENT INFORMATION SHEET 2018/2019**STARTING IN YEAR:  
Example 1st, 2nd etc. 1st

It is important you complete this form in **BLOCK CAPITALS**, as some handwriting is difficult to read - thank you.

Student's Full Name: \_\_\_\_\_ Student Called: \_\_\_\_\_

Student's PPS No. \_\_\_\_\_ Student's D.O.B. \_\_\_\_\_

Postal Address: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Student Nationality: \_\_\_\_\_

Is English or Irish the MOTHER TONGUE of the student—Yes or No? \_\_\_\_\_

Names of Sisters/Brothers currently in our school: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Mother Mobile: \_\_\_\_\_

Mother Work: \_\_\_\_\_ Father Mobile: \_\_\_\_\_ Father Work: \_\_\_\_\_

If you live near the school, do you give permission to your son/daughter to go home for lunch  
Yes or No \_\_\_\_\_

\*\*\*\*\*

Medical Details: Family Doctor: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Medical Card Y/N: \_\_\_\_\_

Medical Conditions/Allergies, if any: \_\_\_\_\_

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Please give details of any defect of sight/hearing which requires special consideration in class:

Is there any reason why he/she would not be able to participate fully in all school activities?:

Is your son/daughter receiving any form of Learning Support or Resource Teaching in Primary School at present? Yes or No \_\_\_\_\_

Is your child entitled to Special Needs Support (SNA)? Yes or No \_\_\_\_\_

If yes, what is the care need? \_\_\_\_\_

**Continue d overleaf.../... - PLEASE TURN OVER FOR REMAINDER OF FORM**

## Appendix B

# Salesian Secondary College FIRST AID RESPONSE

## TEAM CONTACT DETAILS



<b>Name</b>	<b>Contact Number</b>
Paddy O' Neill	0876803346
Mike Lavan	0879212953
David Ryan	0879478550
Kevin Geaney	0872380129
Ide McCarthy	0876570316
Brian McGreal	0877785728
Brian Chambers	0876755478
Sean Cronin	0879900432
Ross O' Donovan	087/9029951
Aisling Ryan	0863148577
Armelle Mangan	0872379130
Alan O' Connor	0877814786
Therese Hartley	0857396865
Serena Berry	0868815987



## Appendix C

### Personal Medical Details Form

Learner name: \_\_\_\_\_ D O B: \_\_\_\_\_

Course Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Medical History: \_\_\_\_\_

G P Name & Address: \_\_\_\_\_

GP Phone Number: \_\_\_\_\_

#### Contact Details in Case of Emergency

Contact Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

**I agree to the above named person(s) being contacted in the event of an emergency.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

If I have epilepsy, diabetes, asthma or any other serious condition, I agree that all relevant teachers will be informed.

#### Waiver Declaration

I understand that having been unwell in Salesian Secondary College, I refuse to accept the advice given to me today.

I am responsible for the consequences of my decision.

Signed \_\_\_\_\_ Date \_\_\_\_\_ Time: \_\_\_\_\_

Witness: \_\_\_\_\_

**Salesian Secondary College cannot be held responsible for any actions taken in the emergency treatment of any injury or illness**



## Appendix D. Instructions for Staff in the event of illness or injury in a student.

All members of staff are issued with a list of student health issues at the start of the school year. It is the responsibility of all staff to be familiar with this list. Where information is held on the school database, VSWare, staff members are advised that this is a secure database, subject to our Data Protection Policy.

Staff may not offer or administer any medication. If a student requires medication, this should be made know by letter from the family. Staff members are referred to the **Policy Governing the Administration of Medications and First Aid**.

If in doubt, PHONE HOME. Headache, blurred vision, sensitivity to light, pain in stomach may all be symptomatic of a serious illness.

Under no circumstances, allow a sick child to go home alone or to call home herself / himself. If she / he normally goes home for lunch and wishes to do so when ill, please contact a Parent / Guardian to say that she / he is too unwell to make the journey home alone.





