



## Salesian Secondary College

### Policy Governing Administration of Medications and Provision of First Aid to Students 2021.

#### **Mission Statement.**

The aim of Salesian Secondary College Pallaskenry, is to provide our students with the best possible education based on sound up-to-date educational theories and techniques. It is underpinned by the bedrock of Gospel values and the characteristics of our Salesian Education as practiced by St John Bosco in his Preventive system.

We state our mission as follows:

*"Salesian Secondary College is a voluntary, catholic, secondary school under the trusteeship of the Salesians of Don Bosco. Our school dedicates itself to educational excellence taking into account the uniqueness and complexity of each individual pupil. We strive to create an atmosphere where pupils are happy and thrive in an environment imbued with St. John Bosco's three educational principles of Reason, Religion and Loving Kindness."*

To achieve this mission aim to provide opportunities for students:

- We strive for academic excellence and skill, according to the abilities of each individual
- We strive to enable our students to develop "wholistically", in a balanced way, i.e. physically, spiritually, morally, artistically, mentally and emotionally
- We strive, as a Catholic school, to be faithful in passing on Gospel values
- We strive to nurture mutual respect and concern for others, irrespective of ethnicity, colour, gender, sexual orientation, social status or creed.

#### **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, developed within the context of our Child Safeguarding Statement, Child Protection Procedures 2017 and the Looking at our Schools document, 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 / Guardians 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 / Guardians 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 / Guardians 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. In every case, a reasonable effort will be made to contact a parent / guardian. Where this is not possible, an emergency contact will be contacted, where this is
- Parents / Guardians 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 / Guardians 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.
- Parents / Guardians have the responsibility to follow guidance issued outside the school in relation to public health concerns eg HSE, NPHET, GP or government. This includes advice around vaccination, quarantine and other measures.

## **Responsibilities of Students.**

- **The stated ethos 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 follow directions issued by the school which relate to health and safety protocols.
- Students are asked not to exaggerate or feign symptoms of illness.
- 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 have the responsibility of ensuring that a DLP and DDLP are in place. These are currently **Caitriona Morgan-O'Brien (DLP) and Mike Lavan and David Ryan (DDLPS)**. The Board also ensures that the College has a working Health and Safety Statement in place. This is currently under review.
- The Board has the responsibility of ensuring that all staff, including newly appointed staff, are aware of this policy, as part of the suite of policy which informs our Child Safeguarding Statement. This responsibility is delegated to the Principal and Deputy Principal 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 / Guardians in respect of liability that may arise regarding the administration of the medicine
- **The Board shall delegate authority to the Principal to inform the school insurers accordingly, where this is appropriate.**
- 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 take on board information which relates to student health.
- It is the responsibility of staff 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 / Guardians 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.

### **Return to Play Protocol.**

The school is mindful of the risk of concussion or other injury when playing sport, both for the school and outside the school. Any student of Salesian Secondary College who sustains, or is suspected of having sustained a concussion or other injury (either during PE, on school business or at an event run outside school eg club, society), or who suffers from a medical condition which contra-indicates physical activity, should report this to his / her PE teacher. (See Responsibilities section above.) If these are ongoing concerns, this should be informed in writing by a parent / guardian.

Appendix F has information for Parents / Guardians / guardians on concussion.

The Board of Management has approved a Return to Play (after a concussion) Protocol (see Appendix G.)

Students returning to play after a concussion may do so, only after the Return To Play Protocol Form has been signed by a parent / guardian and the Principal (contained in Appendix G.)

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

Parents / guardians are asked to log absence, late arrival, early departure and appointments using the VSWARE school platform. Information on how this is done is given annually.

Students who miss school time because of illness or medical appointments are required to be logged by a parent / . Guardian on return.

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. 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.

Students may not attend for appointments without a parent / guardian, unless over 18.

### **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 parent / guardian should log this on VSWare. 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 a nominated person on their form, request him / her to come and take the student home/to the GP/hospital OR

For a student over 18 year of age, having obtained their consent, contact a 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 / Guardians 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.

## Appendix B

### **Salesian Secondary College FIRST AID RESPONSE** **TEAM CONTACT DETAILS**



<b>Name</b>	<b>Contact Number</b>
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: \_\_\_\_\_

Class / Year: \_\_\_\_\_ 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.

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

#### 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 a report of illness in a student.

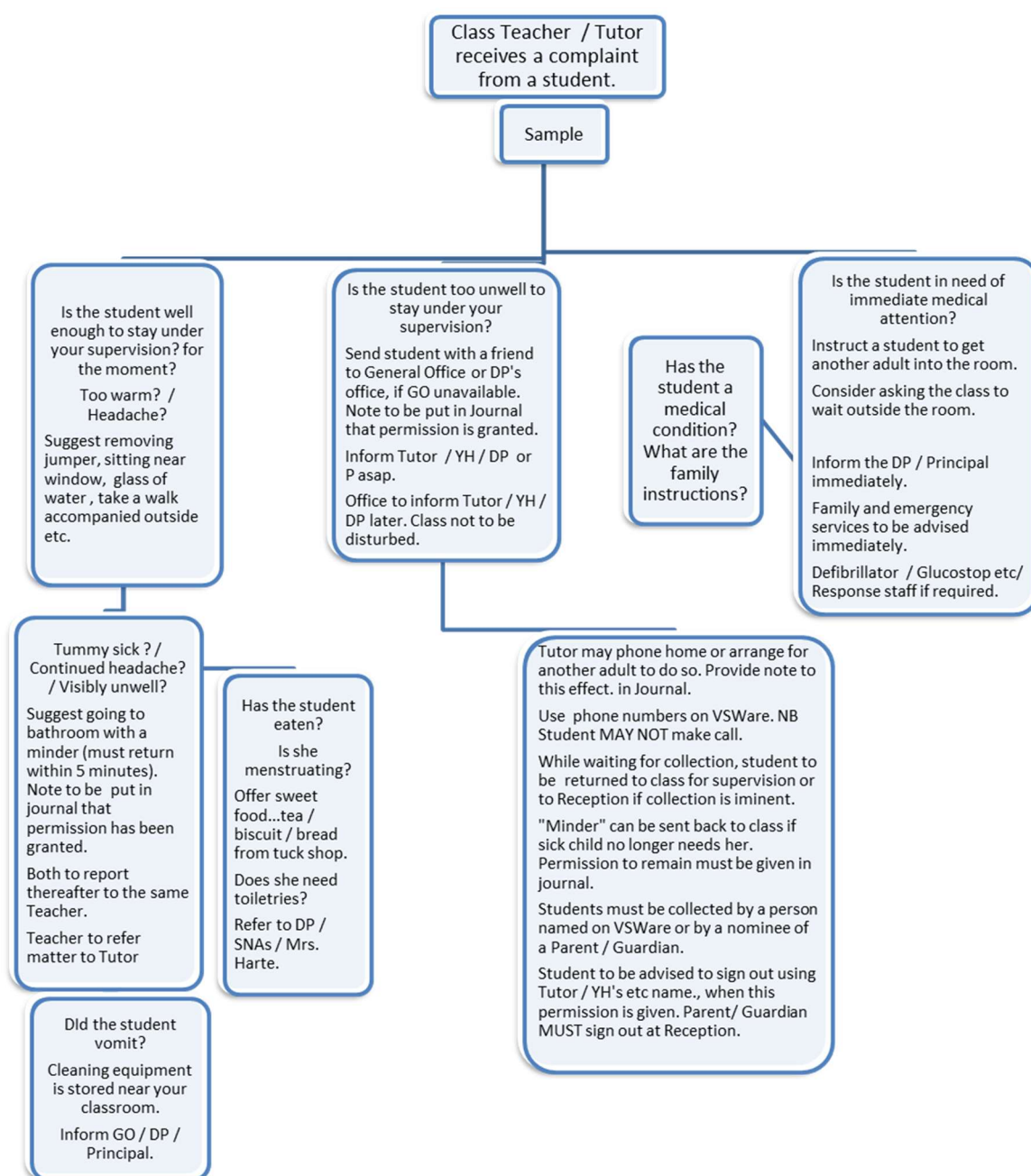
All members of staff are issued with a list of student health issues at the start of the school year. It is the responsibility of all staff to be familiar with this list. Where information is held on the school database, VSWare, staff members are advised that this is a secure database, subject to our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

### Is this an emergency situation? If not.....





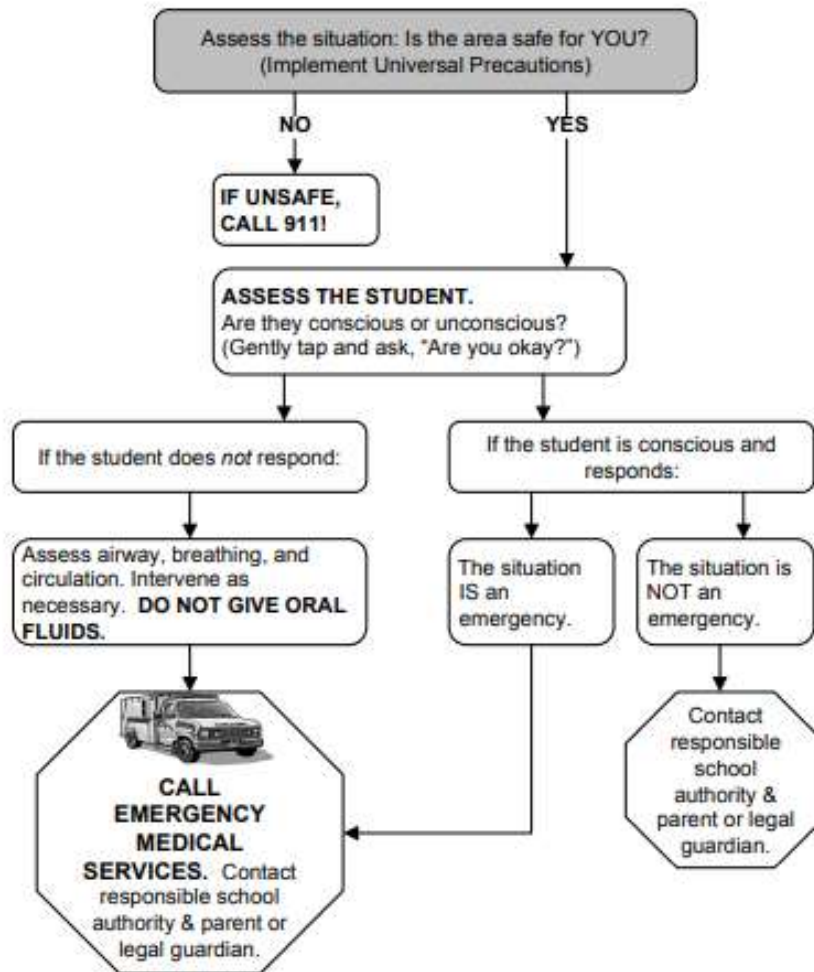


## **Appendix E. Emergency Situations.**

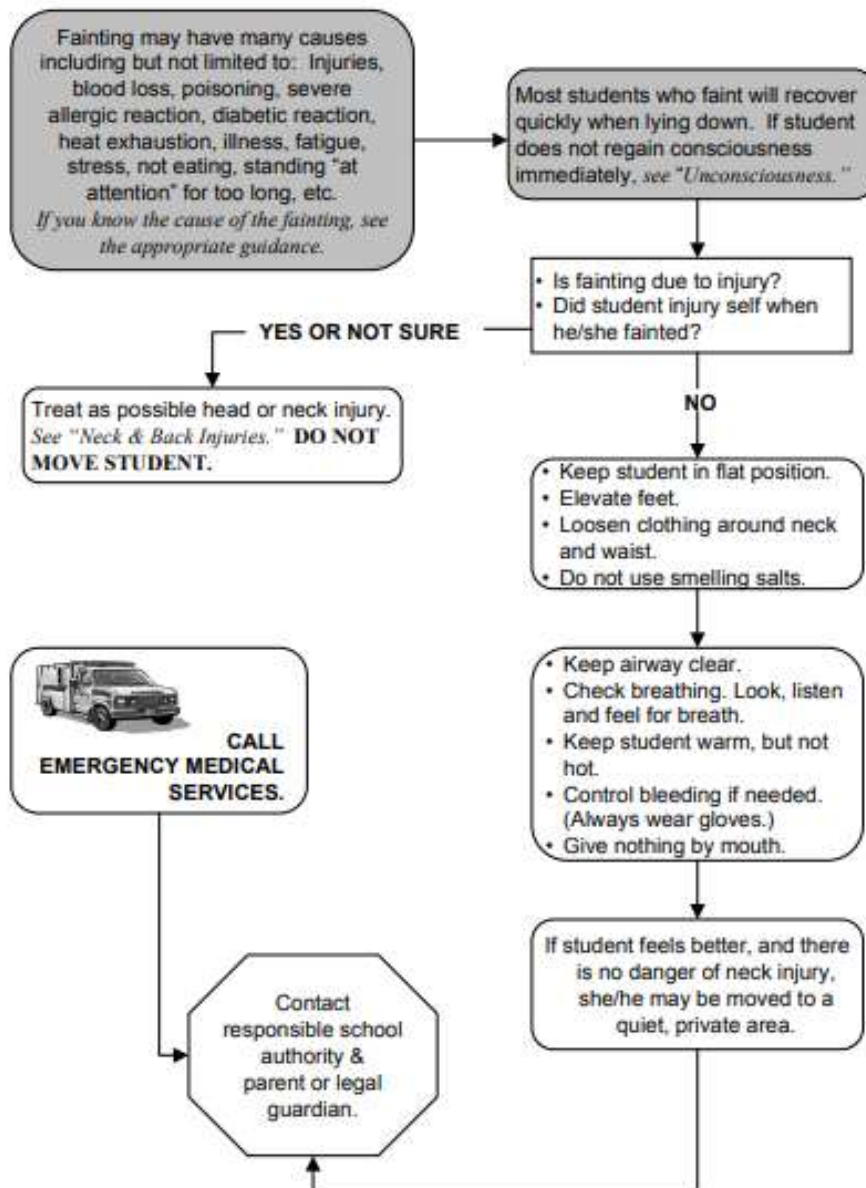
### **EMERGENCY PROCEDURES FOR INJURY OR ILLNESS**

- Assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, building damage, fire or smoke, traffic, and/or violence
- A responsible adult should stay at the scene and give help until the person designated to handle emergencies arrives
- Send word to the person designated to handle emergencies. This person will take charge of the emergency, render any further first aid needed and call for additional resources as required
- DO NOT give medications unless there has been prior approval by the parent or guardian. Follow school district medication policy
- DO NOT move a severely injured or ill student or staff unless absolutely necessary for immediate safety. If moving is necessary, follow guidelines for "NECK AND BACK INJURIES."
- Under no circumstances should a sick or injured student be sent home without the knowledge and permission of the parent or legal guardian
- In the presence of a life threatening emergency, call 911 or local emergency number. The responsible school authority or a designated employee should then notify the parent or legal guardian of the emergency as soon as possible to determine the appropriate course of action
  - If the parent or legal guardian cannot be reached, notify a parent or legal guardian substitute and call either the physician or the hospital designated on the STUDENT EMERGENCY/ MEDICAL INFORMATION CARD, so they will know to expect the injured student. If necessary arrange for transportation of the injured student by Emergency Medical Services (EMS)
- A responsible individual should stay with the injured student.
- Fill out a report for all incidents requiring above procedures as required by school policy

## EMERGENCY GUIDE TO PROVIDING EMERGENCY CARE



## FAINTING



## HEAD INJURIES

Head wounds may bleed easily and form large bumps. Head injuries from falls, sports & violence may be serious.

With a head injury always suspect neck injury as well. Do **NOT** move or twist the spine or neck. See "Neck & Back Injuries" for more information.

- Have student rest, lying flat.
- Keep student quiet & warm.

Is student vomiting?

YES

NO

Turn the head and body together to one side, keeping head and neck in a straight line with the trunk.

Watch student closely.  
**DO NOT LEAVE STUDENT ALONE.**



**CALL  
EMERGENCY MEDICAL  
SERVICES.**

Check breathing. Look, listen & feel for breathe. If student stops breathing, give rescue breaths.

Give nothing by mouth. Contact responsible school authority & parent or legal guardian.

Are any of the following symptoms present:

- Unconscious? Seizure? Neck Pain?
- Student is unable to respond to simple commands?
- Blood or watery fluid in the ears?
- Student is unable to move or feel arms or legs?
- Blood is flowing freely from the head?
- Student is sleepy or confused?

NO

Even if student was only briefly confused and seems fully recovered, contact responsible school authority & parent/legal Guardian. **URGE MEDICAL CARE.** Watch for delayed symptoms.



## **Appendix E (continued)**

### **Guidance on When to Call an Ambulance**

In a life-threatening emergency, if someone is seriously ill or injured and their life is at risk always call 911.

Examples of medical emergencies include (but are not limited to):

- Chest pain
- Difficulty in breathing such as a severe asthma attack (see Appendix 4)
- Unconsciousness
- Severe loss of blood
- Severe burns or scalds
- choking
- Concussion
- drowning
- Severe allergic reactions
- Diabetic emergencies (see Appendix 6)
- Fitting



## Contacting Emergency Services

A qualified first aider, the School management or another nominated person will dial 911, ask for an ambulance and then speaking clearly and slowly be ready with the following information:

1. The school telephone number **061-393105** or mobile number calling from
2. The location as follows
  - The postcode of the building where the ambulance needs to come to (see box below).
  - Give exact location in the school of the person needing help.
3. The name of the person needing help.
4. The approximate age of the person needing help.
5. A brief description of the person's symptoms (and any known medical condition).
6. Inform ambulance control of the best entrance to the school and state that the crew will be met at this entrance and taken to the pupil.

Do not hang up until the information has been repeated back. Please note that the person calling should be with the child, as the emergency services may give first aid instructions. Send a member of staff to wait at the entrance to guide the ambulance service to the person needing help. Also ensure that one or more of the following members of staff are informed that an ambulance has been called to the school: Salesian Secondary College Secretary, Principal, Deputy Principal, and Caretakers. Ensure that the child's Parents / Guardians / guardians have been contacted. Never cancel an ambulance once it has been called.

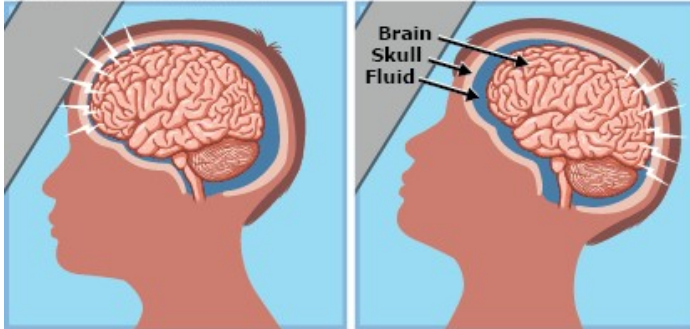
School Address: Salesian Secondary College, Don Bosco Rd, Pallaskenry, Co.  
Limerick

Post Code: **V94 WP86**

## Appendix F. Management of Concussion

### Salesian Secondary College.

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**A blow to the head causes the brain to move and hit the skull.**

### What is a concussion?

---

A concussion is a brain injury that:

- Is caused by a bump, blow, or jolt to the head or body
- Can change the way your brain normally works
- Can occur during practices or games in any sport or recreational activity
- Can happen even if you have not been knocked out.

All concussions are serious. The treatment for concussion is cognitive rest. Most people with a concussion get better, but it is important to give your brain time to heal. A concussion can affect a student's ability to do schoolwork and other activities (such as studying, driving or exercising). Students should limit external stimulation such as watching television, playing video games, sending text messages, use of computers and bright lights.

### What are the symptoms of a concussion?

---

The signs and symptoms of concussion may include but are not limited to:

- Loss of consciousness
- Seizure or convulsion
- Balance problems
- Nausea (feeling sick) or vomiting
- Drowsiness
- Student is more emotional
- Irritability
- Sadness
- Fatigue or low energy
- Student becomes more nervous or anxious
- Confusion
- "Don't feel right"
- Headache
- Dizziness
- Feeling slowed down
- "Pressure in head"
- Blurred vision
- Sensitivity to light
- Amnesia
- Feeling like "in a fog"

It is essential that staff, students and Parents / Guardians are familiar with the possible causes of concussions along with the signs and symptoms.

The signs and symptoms of concussion usually start at the time of the injury but the onset of these may be delayed for up to 24–48 hours. Parents / Guardians/guardians, family members and friends should be aware of the signs and symptoms of a concussed student. If a student has any one of

the signs and symptoms they should be immediately removed from whatever activity they are involved with should be medically assessed as soon as possible. The student should be placed in the care of a responsible adult, who is advised of the student's suspected concussion. The student must also not partake in any sporting activity until they have completed a graduated return to play (GRTP) protocol (in line with JMB recommendations).

Concussion must be taken extremely seriously.

Any student with a suspected concussion should be medically assessed.

A student suffering from a suspected concussion must not be left alone and must not drive a vehicle.

## Concussion signs and symptoms for the classroom teacher

---

### Physical Symptoms

- Headache
- Neck pain
- Nausea
- Lack of energy and constantly feeling physically and mentally tired
- Dizziness, light-headedness, and a loss of balance
- Blurred or double vision and sensitivity to light
- Increased sensitivity to sounds
- Ringing in the ears
- Loss of sense of taste and smell
- Change in sleep patterns especially waking up a lot at night

### Cognitive Symptoms

- Difficulty concentrating and paying attention
- Trouble with learning and memory
- Problems with word-finding and putting thoughts into words
- Easily confused and losing track of time and place
- Slower in thinking, acting, reading, and speaking
- Easily distracted
- Trouble doing more than one thing at a time
- Lack of organisation in everyday tasks

### Social and Emotional Symptoms

- Mood changes including irritability, anxiousness, and tearfulness
- Decreased motivation
- Easily overwhelmed
- More impulsive
- Withdrawn and wanting to avoid social situations especially if there is a lot of people

What should a student be encouraged to do if they think they have a concussion?

---

- Tell their teacher and their Parents / Guardians. Students should be encouraged never to ignore a bump or blow to the head even if they feel fine. Also, students must be aware of the



importance of telling a teacher/member of staff/parent immediately if they think they have a concussion or if one of their classmates/teammates might have a concussion.

- Get a medical check-up. A doctor or other health care professional can tell if a student has a concussion and when it is alright for them to return to school and to playing sport. Following a concussion a student should be medically cleared before being allowed to partake in sporting activities in the school. It is also recommended that the treating physician should provide a written statement indicating, in the physician's professional judgement, that it is safe for the student to return to play.
- Make sure they give themselves time to get better. If a student has a concussion it will take time for their brain to heal. It is important to note that while their brain is still healing they are much more likely to have another concussion. Repeat concussions can increase the time it takes for a student to recover and may cause more damage to their brain. It is important that, following a concussion, that a student takes time to rest and that he / she does not return to school or sporting activities until they get a diagnosis from their health care professional that they are symptom-free. Many sporting bodies have a graduated return to play (GRTP) protocol following a concussion and the JMB has drafted a concussion protocol for schools which it is recommended should be implemented and approved by Boards of Management. The JMB supports the Zurich 2012 consensus statement on concussion (4th International Conference on Concussion in Sport held in Zurich, November 2012) as it reflects best practice in the management and treatment of concussion in sport disciplines at all ages. The JMB strongly recommends that all concussion related incidents (sporting and non-sporting) should be noted in the school incident/accident report folder
- Be aware of second impact syndrome: A student who is recovering from a concussion, but who has not yet fully recovered, is at risk for second impact syndrome. Typically, the student suffers post-concussion signs and symptoms after the first head injury (i.e. headache, visual, motor or sensory changes or memory loss and trouble concentrating) but before these symptoms have fully cleared the student returns to school and takes part in activities where he / she receives a second blow to the head. This can cause massive swelling and compression of the brain against the skull which in turn can lead to decreased blood flow to the brain and potentially death.

## How to help a student to transition into school after a concussion

---

Students transitioning into school after a concussion might need academic accommodations to allow for sufficient cognitive rest.

These include, but are not necessarily limited to:

- Shorter school day
- Rest periods
- Extended time for tests and assignments
- Copies of notes
- Receive help with schoolwork
- Alternative assignments
- Minimizing distractions
- Permitting student to audiotape classes
- Peer note takers
- Providing assignments in writing
- Refocusing the student by using verbal and nonverbal clues
- Reduce time spent on the computer, reading, and writing.
- Be allowed to leave class earlier to avoid crowded hallways (especially if students move from classroom to classroom).

## How might a concussion be prevented while playing sport?

---

Although the risk of a concussion is present with certain types of sports the following suggestions are offered to help minimise the risk:

- By using the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:

- 
- - The right equipment for the game, position, or activity
- - Worn correctly and the correct size and fit
- - Used every time you play or practice

- By following the rules for safety and the rules of the activity as outlined by a teacher or coach

- By educating staff, students and Parents / Guardians (the signs and symptoms of concussion, how concussions may occur, management of the injury and the protocol for return to school and return to activity)

- By having adequate and experienced supervision in place for the activity

- By encouraging and practicing good sportsmanship at all times

- Useful websites and references on understanding and dealing with concussion in sport

- 
- **Athletics Ireland**

- <http://www.athleticsireland.ie>

#### **Football Association of Ireland**

- <http://www.fai.ie>

#### **Gaelic Athletic Association**

- <http://www.gaa.ie>

#### **Irish Rugby Union**

- <http://www.irishrugby.ie>

▪

#### **House of the Oireachtas, Joint Committee on Health and Children**

- *Report on Concussion in Sport December 2014*  
<https://www.oireachtas.ie/parliament/media/Joint-Committee-on-Health--Childere-Report-on-Concussion-in-Sport1-171214.pdf>

▪

#### **Zurich Consensus statement on concussion in sport**

- <http://bjsm.bmj.com/content/47/5/250.full>

▪

#### **Concussion Guidelines in the GAA 2013 – 2016**

- <http://learning.gaa.ie/sites/default/files/GAA%20Concussion%20Management%20Guidelines%202013-2016%20-%20Amended%20Jan%202015.pdf>

▪

#### **Return to play**

- <http://learning.gaa.ie/Concussion>

- 

### **A Guide to Concussion in Rugby Union**

- <http://www.irishrugby.ie/downloads/IRFU-Guide-to-Concussion.pdf>

- 

### **Australian Rugby Union Concussion Guidance**

- [http://www.aru.com.au/Portals/33/Running%20Rugby/Safe%20Practices/ARU%20Concussion%20Guidance%20Public\\_FINAL\\_2016.pdf](http://www.aru.com.au/Portals/33/Running%20Rugby/Safe%20Practices/ARU%20Concussion%20Guidance%20Public_FINAL_2016.pdf)

-



## Appendix G. Return to Play Protocol.

It is recommended that any student of Salesian Secondary College who sustains, or is suspected of having sustained a concussion (either on school business or at an event outside school) must have a mandatory rest period of two weeks before starting a gradual return to play. The graduated return to play (GRTP) of a student following a concussion should be undertaken on an individual basis with the full cooperation of the student and his Parents / Guardians and should be in line with the recommendations of the relevant sporting body .

Students may not return to play until:

- The mandatory 2 week rest period has been completed
- All their symptoms have subsided
- They have been medically cleared to return using established medical protocols. The treating physician must also provide a written statement indicating, in the physician's professional judgement , that it is safe for the student to return to play
- They have followed the GRTP protocol in line with the recommendations of the relevant sporting body.

The Principal will be responsible for the implementation of the Return to Play Policy for all students returning from a concussion injury.

All concussion related incidents (sporting and non-sporting) should be noted in the school incident/accident report folder.

This policy will be revised as needed and reviewed on a regular basis by the Board of Management.

This protocol should be approved and adopted by the Board of Management and should be fully explained to staff, students and Parents / Guardians/guardians.

No exceptions should be made regarding the implementation of the policy once it is ratified

Approved: \_\_\_\_\_ Date: \_\_\_\_\_



## Return to Play Protocol: Information for Parents / Guardians

### Definition of concussion:

A concussion is a brain injury that:

- ✓ Is caused by a bump, blow, or jolt to the head or body
- ✓ Can change the way your brain normally works
- ✓ Can occur during practices or games in any sport or recreational activity
- ✓ Can happen even if you have not been knocked out.

### Prevention of concussion in sport related activities:

Although the risk of a concussion is present with certain types of sports the following suggestions are offered to help minimise the risk:

- ✓ By using the proper sports equipment, including personal protective equipment. In order for equipment to protect you, it must be:
  - The right equipment for the game, position, or activity
  - Worn correctly and the correct size and fit
  - Used every time you play or practice
- ✓ By following the rules for safety and the rules of the activity as outlined by a teacher or coach
- ✓ By educating staff, students and Parents / Guardians (the signs and symptoms of concussion, how concussions may occur, management of the injury and the protocol for return to school and return to activity)
- ✓ By having adequate and experienced supervision in place for the activity
- ✓ By encouraging and practicing good sportsmanship at all times

### Signs and symptoms of a concussion:

The signs and symptoms of concussion may include but are not limited to: loss of consciousness, seizure or convulsion, balance problems, nausea (feeling sick) or vomiting, drowsiness, student is more emotional, irritability, sadness, fatigue or low energy, student becomes more nervous or anxious, confusion, don't feel right", headache, dizziness, feeling slowed down, "pressure in head", blurred vision, sensitivity to light, amnesia, feeling like "in a fog".

### Treatment of concussion:

All concussions are serious. The treatment for concussion is cognitive rest. Most people with a concussion get better, but it is important to give your brain time to heal. A concussion can affect a student's ability to do schoolwork and other activities (such as studying, driving or exercising). Students should limit external stimulation such as watching television, playing video games, sending text messages, use of computers and bright lights.

The signs and symptoms of concussion usually start at the time of the injury but the onset of these may be delayed for up to 24–48 hours. Parents / Guardians/guardians, family members and friends should be aware of the signs and symptoms of a concussed student. If a student has **any one** of the signs and symptoms they should be immediately removed from whatever activity they are involved with should be medically assessed as soon as possible. The student should be placed in the care of a responsible adult, who is advised of the student's suspected concussion. The student must also not partake in any sporting activity until they have completed a graduated return to play (GRTP) protocol.

Any student with a suspected concussion **should be** medically assessed.

A student suffering from a suspected concussion **must not** be left alone and **must not** drive a vehicle.

### Return to Play:

*Any student who sustains, or is suspected of having sustained a concussion must have **a mandatory rest period of two weeks** before starting a gradual return to play. The Graduated Return to Play (GRTP) of a student following a concussion will be undertaken on an individual basis with the full cooperation of the student and his Parents / Guardians/guardians. **Students** may not return to play until:*

- 1) *The mandatory 2 week rest period has been completed*
- 2) *All their symptoms have subsided*
- 3) *They have been medically cleared to return using established medical protocols. The treating physician must also provide a written statement indicating, in the physician's professional judgement, that it is safe for the student to return to play*
- 4) *A copy of a signed return to play protocol form has been received by the School Authorities*
- 5) *They have followed the GRTP protocol in line with the recommendations of the relevant sporting body*



## Salesian Secondary College Concussion Management Return to Play Protocol Form

*(This form should be completed following a concussion injury)*

*This form must be submitted to the Principal who is responsible for compliance with the **Return to Play Protocol** approved by the School Board of Management.*

**Student Name (Please Print):**

**Class:**

**The Principal verifies:**

- ☐ Has completed the mandatory 2 week rest period
- ☐ The student has been evaluated by a treating physician selected by the student, their parent or other person with legal authority to make medical decisions for the student
- ☐ The student has completed the Return to Play Protocol approved by the Board of Management (below)
- ☐ The school has received a written statement from the treating physician indicating, that in the physician's professional judgment, it is safe for the student to return to play.

*School Principal's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**The Parent / Guardian or other person with legal authority to make medical decisions for the student signs and certifies that he / she:**

- ☐ Has completed the mandatory 2 week rest period
- ☐ Has confirmed that the student has been evaluated by a treating physician and that in the treating physician's professional judgment it is safe for the student to return to play
- ☐ Has been informed concerning and consents to the student participating in returning to play in accordance with the Return to Play Protocol established by the Board of Management
- ☐ Understands the risks associated with the student returning to play and will comply with any ongoing requirements in the Return to Play Protocol.

*Parent / Guardian signature:* \_\_\_\_\_

*Parent / Guardian name (Please Print):* \_\_\_\_\_

*Date:* \_\_\_\_\_

## **Appendix H**

### **Salesian Secondary College**

### **Provision of First Aid and Medications Log**



[illegible]




## **Appendix I**

### **Salesian Secondary College**

#### **Absent from Class Log**

**This log is to be signed by a student when he / she is absent from class and waiting for assistance at the Admin Offices.**



[illegible]


Appendix J



## Salesian Secondary College.

### ADMINISTRATION OF MEDICINES AND PROVISION OF FIRST AID IN SCHOOLS POLICY.

#### INDEMNITY.

THIS INDEMNITY made the ..... day of 20..... BETWEEN \_\_\_\_\_, lawful parent(s) or guardian(s) of \_\_\_\_\_ hereinafter called 'the Parents / Guardians' of the One Part AND \_\_\_\_\_ for and on behalf of the Board of Management of Salesian Secondary College, situated at Pallaskenry in the County of Limerick (hereinafter called 'the Board') of the Other Part.

WHEREAS: 1. The Parents / Guardians are respectively the lawful father and mother or guardians 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 / Guardians 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:

In consideration of the Board entering into the within Agreement, the Parents / Guardians, 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 / Guardians in the presence of:

\_\_\_\_\_

Date: \_\_\_\_\_

SIGNED AND SEALED by the said school authority in the presence of:

\_\_\_\_\_

Date: \_\_\_\_\_



Salesian Secondary College,  
Don Bosco Rd,  
Pallaskenry,  
Co. Limerick.

Dear Doctor,

The Board of Management of Salesian Secondary College asks that the information requested below be provided relating to medication which is administered to students during school time.

The Parent / Guardian of \_\_\_\_\_ has been asked to return the information to Salesian Secondary College and to advise the school of any changes to this regime in the future in writing.

Many thanks for your cooperation,

Yours sincerely,

---

Caitriona Morgan-O'Brien,

Secretary to the Board of Management.

## Administration of Medications and Provision of First Aid Policy.

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_ Date: \_\_\_\_\_

Details of medical condition requiring medication:

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Name of medication:

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Time medication should be administered:

---

---

Dosage: \_\_\_\_\_

Additional information (eg to be taken after meals):

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Signed: \_\_\_\_\_ Medical Practitioner. Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent / Guardian. Date: \_\_\_\_\_

Signed: \_\_\_\_\_ School authority. Date: \_\_\_\_\_