



Policy Governing Illness in Students and the Administration of Medication

The School Ethos

As stated in the School's mission statement, St. Paul's Community College is committed to enabling students to fulfil their academic, intellectual, moral, spiritual, social, cultural and physical potential. It also is committed to fostering the development of personal responsibility.

Rationale and scope

A student who is unwell or who becomes unwell 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 St. Paul's Community College and to visiting and / or exchange students.

'Medication' in this policy refers to medicines, tablets, creams and sprays administered by mouth and automatic injection devices (e.g. anapen) used in cases of anaphylaxis.

Responsibilities

It is the responsibility of Parents / Guardians to inform the school of any medical issues / medication affecting their daughter. This information should be provided at enrolment or at the development of any medical conditions at a later date.

It is the responsibility of School Management to inform staff appropriately, and as instructed by family members, of medical issues which are relevant.

It is the responsibility of staff members to inform themselves of correct procedures in relation to illness and medication.

Students are asked to acknowledge their role in the understanding and management of symptoms which they may experience.

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 for medical reasons may require certification by the GP. The class tutor will advise the student on this matter.

Appointments with the 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 a note of permission being given to their year-head and being signed out at reception.

Parents / Guardians are asked to ensure that their son / daughter is properly informed of appointments and is aware of the time they will be collected at. Students will not be called from class for appointments, as this causes an interruption to teaching and learning.

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 interest that medical matters are brought to the attention of the class tutor and that the class tutor is kept informed of updates. Such information is treated with discretion. Written records are subject to General Data Protection Regulation.

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) in conjunction with the Principal // Deputy Principal.

Parents / Guardians are reminded that a student's health is well served by having a balanced, healthy diet and regular exercise and 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. St. Paul's Community College also offers a Breakfast Club every morning (no charge).

Illness arising during the school day

If a student feels unwell during the school as to require the attention of an adult, he/she must inform either 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 are available, he/she should present themselves to the General Office or Staffroom for attention. (If the student becomes unwell in the classroom, he/she may inform her Class Teacher immediately. In this case, the Class Teacher will inform the Tutor as the necessary arrangements are being made.)

A student is not permitted to absent him/her self from class because of illness without written permission from a member of their Pastoral Care Team. Such absence will merit a sanction.

A student is not permitted to absent him/her self from class in order to care for a student who is unwell, without written permission from a member of their Pastoral Care Team. Such absence will merit a sanction.

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 he/she requires particular monitoring and supervision. The student may be asked to check in later with the same adult to review how they are feeling. Alternatively, the 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 will attend class, so as to be supervised, or wait at Reception if collection is imminent.

Under no circumstances may a student contact home to request collection without following the proper channels. Breach of this stipulation will result in sanction. This is for child protection purposes.

If a student ordinarily goes home for lunch but has declared themselves unwell, the decision may be taken not to allow them to leave the premises without supervision of a Parent / Guardian. If a student becomes unwell during her break and does not return to school after lunch, a Parent / Guardian must inform the school by the end of the school day. In addition, the student must bring a note from home on his/her return to school. Again, this is following Child Protection Guidelines.

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 (e.g. school excursion, PE class, event etc.)

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 the Pastoral Care Team, and advised by a medical practitioner.

Allergies

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 her class Teacher (e.g. Home Economics).

The student is responsible for ensuring that he/she 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 'Epi-Pen' (or similar, if prescribed), when 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 the student places the 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.

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.

In limited circumstances, and with the prior approval of the Board of management, identified named staff may supervise a student taking medication.

Over the Counter Medication

St. Paul's Community College does not permit a member of staff to administer any medications to students. 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 member of staff. The Parent / Guardian will be informed.

If a student is in need of medication which he/she takes themselves, it is done so with the approval and knowledge of the parent / Guardian, and without the supervision of St. Paul's Community College.

Prescribed medication

Parents/ Guardians are asked to inform the school if a student is taking prescribed medication, for which the assistance of an adult is required. 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).

Procedures to follow when a student requires assistance with prescribed medication

Responsibilities of the parent / Guardian

- A Parent/ Guardian is required to write to the board of Management requesting the Board to authorise a staff member to administer the medication or to monitor self-administration of the medication.
- Parents are required to provide written instructions of the procedure to be followed in the administration and storing of the medication.
- 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 of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management 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 life threatening conditions, Parents / Guardians should outline clearly in writing, 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 Class Tutor and General office.

Responsibilities of the Board of Management

The Board of management, having considered the matter, 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.

Responsibilities of the Administering Adult

- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- A written record of the date and time of administration will be kept.
- In emergency situation, 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.



St. Paul's Community College
A Centre of Excellence in Education since 1976

Administration of Medicines in Schools: St. Paul's Community College, Waterford

INDEMNITY

This indemnity is made on the _____ day of _____ 20 ____ between _____
lawful parent(s) / Guardian(s) of _____, hereinafter called 'the
Parents' of the One Part and _____
for and on behalf of the Board of Management of St. Paul's Community College of the Other Part.

Whereas,

1. The Parents are respectively the lawful father and mother of Guardians of _____, a student of the above school.
2. The student suffers on an ongoing basis from the condition known as _____.
3. The students 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 student's Classroom Teacher, SNA and/or such other member of staff of the said school as may be designated 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, as the lawful father and mother respectively of the said student HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents without prejudice to the generality, the said student's Class Teacher and/or the principal or other designated staff member of St. Paul's Community College 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:

SIGNED AND SEALED by the Parents in the presence of _____:

(Parent / Guardian Signature)

SIGNED AND SEALED by the Parents in the presence of _____:

(On behalf of the Board of Management)

Ratified by the Board of Management on 15/10/2018

David O'Sullivan

Chairperson of the Board of Management

15/10/18

Date