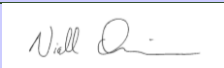
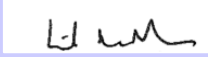




# Westport Educate Together National School

## First Aid and Administration of Medicine Policy

“The object of first aid in a school situation is not to cure the injured person, but to ensure, as far as possible that the injury or illness is not worsened before professional help is obtained as required. School staff should not hesitate to act in an emergency.”

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Created By	Niall Quinn (Principal)
Signed by Principal	
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Approved by Chairperson name	Linda McNulty
Approved by Chairperson signature	
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## 1. Rationale

The policy as outlined was put in place to;

- Clarify areas of responsibility
- Give clear guidance about situations when it is appropriate to administer medicines
- Indicate the limitations to any requirements which may be notified to teachers and school staff
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation

## 2. Relationship to School Ethos

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

## 3. Aims of this Policy

The aims and objectives of the policy can be summarised as follows;

- To promote attendance of pupils at school
- To minimise health risks to children and staff on the school premises
- To fulfil the duty of the BoM in relation to Health and Safety requirements
- To provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

## 4. Definition of First Aid

For the purposes of this policy, “first aid” shall mean the;

- treatment of minor injury (e.g., cuts, sprains and bruises) or,
- treatment of a life-threatening situation pending professional medical help.

The object of first aid in a school situation is not to cure the injured person, but to ensure, as far as possible that the injury or illness is not worsened before professional help is obtained as required. School staff should not hesitate to act in an emergency.

Other adults on duty should automatically assist any member of school staff in the case of a serious injury.

## 5. Designated First Aid Co-ordinator

The Board of Management will designate a first aid co-ordinator who must complete a recognised training course at least every 2 years and has been certified as competent by a recognised occupational first aid instructor. It is the responsibility of the designated first aid co-ordinator to;

- oversee the administration of first aid in the school,



- inform the members of the school staff of the first aid arrangements, including
- the locations of equipment, facilities and first aid personnel,
- ensure the adequate stocking of and availability of first aid equipment,
- ensure that an ambulance or other professional medical assistance is called when appropriate.

Staff who agree to act as additional designated first aid officers do so on a voluntary basis.

## **6. Equipment**

The first aid box is located in the office. All school staff will be made aware of this location. The contents of such boxes are replenished when deemed necessary by the coordinator.

## **7. Minor Accident/Injury**

On occasion, children are injured in an accident in the school. This usually happens in the schoolyard when children are playing. The teacher on yard duty initially looks after the injured child. If deemed necessary, the child will be taken to a First Aider. No medicines are to be administered but cuts are to be cleaned, plasters (latex free) or bandages applied as deemed appropriate. The use of latex free plastic gloves is always advised.

## **8. More Serious Accidents/Injuries**

If considered safe to do so, the injured person is taken to a designated quiet area. The parent(s) or guardian(s) will be informed immediately, particularly if there is a suspicion of broken bones, head or eye injuries. The child is kept under observation until the parent(s) or guardian(s) arrive, with the emphasis on making the child as comfortable and settled as possible.

## **9. Head Injuries**

A head injury is considered to be any injury that occurs above the neck. Due to the difficulty in ascertaining how serious a bump to the head is, parents are always contacted if a child receives a head injury. If it is considered to be a serious injury, the parent(s) or guardian(s) are contacted by phone as soon as possible and, as above, the child is kept under observation with the emphasis on making the child as comfortable and settled as possible.

## **10. Very Serious Injuries**

In the event of a very serious injury, if the considered opinion of the staff is that immediate professional help is required, an ambulance is to be called. The parent(s) or guardian(s) will be contacted immediately.

Urgent first aid to preserve life or prevent further serious injury shall be administered, the injured person shall be kept immobile and comfortable until a qualified medical professional such as a doctor, nurse or ambulance attendee can take over management of the situation.

On rare occasions a school staff may agree that taking the child to Accident & Emergency in a taxi is a more prudent option. Parent(s) or guardian(s) are to be kept informed of developing situations.



## **11. Administration of Medicine**

Parents are required to complete a Health/Medication form when enrolling their child/ren in the school if their child has a medical condition. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of the teaching staff to do so.

- Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines.

- The school generally advocates the self-administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent.

## **12. Roles and Responsibilities**

The BoM has overall responsibility for the implementation and monitoring of the school policy on First Aid and Administration of Medication. The BoM appoints a First Aid co-ordinator. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The maintenance and replenishment of First Aid Boxes is the responsibility of the school secretary.

## **13. Success Criteria**

The effectiveness of the school policy in its present form is measured by the following criteria;

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians



**Appendix 1: ADMINISTRATION OF MEDICATION FORM**

CHILD'S NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_ CLASS TEACHER: \_\_\_\_\_

**EMERGENCY CONTACTS:**

1) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

2) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

3) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CHILD'S DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

DIAGNOSED CONDITION: \_\_\_\_\_

**PRESCRIPTION DETAILS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEDICATION STORAGE AT SCHOOL**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHAT SYMPTOMS WILL BE DISPLAYED WHICH REQUIRE MEDICATION?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION REQUIRED BY SCHOOL STAFF (INCLUDING NAMES OF STAFF)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POSSIBLE SIDE EFFECTS**

\_\_\_\_\_



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**ACTION IF MEDICATION IS NOT TAKEN/FORGOTTEN**

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I ACCEPT THAT THE BOM OR STAFF ARE NOT RESPONSIBLE IN RESPECT OF ANY LIABILITY THAT MAY ARISE REGARDING THE ADMINISTRATION OF MEDICATION.

Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

I have read the above information and agree to administer the medication.

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

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

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

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



**Appendix 2: ADMINISTRATION OF MEDICINES INDEMNITY**

THIS INDEMNITY made the day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_ BETWEEN

\_\_\_\_\_ (lawful parent(s) or guardian of) of

\_\_\_\_\_ (hereinafter called ‘the parents’) of the One Part

AND

\_\_\_\_\_ for and on behalf of the Board of Management of Westport Educate Together National School (Westport ETNS) situated in Westport in the County Mayo of (hereinafter called ‘the Board’) of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father, mother or guardian of \_\_\_\_\_, a pupil of Westport ETNS.

2. The pupil is suffering from the condition known as \_\_\_\_\_.

3. The pupil while attending Westport ETNS may require the administration of medication in the event of an allergic reaction.

4. The parents have agreed that the said medication may, be administered by the said pupil’s classroom teacher and/or such other designated member of staff of the Westport ETNS, as per the Administration of Medication/Monitor Medical Condition Form attached hereto.

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

a) In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother or guardian, respectively of the said pupil HEREBY AGREE to indemnify and keep indemnified the board, its servants and agents including without prejudice to the generality of the foregoing the said pupil’s class teacher or other designated member of staff 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.

SIGNED by the parents/guardian in the presence of:

\_\_\_\_\_

SIGNED by the Principal on behalf of the board of management in the presence of:

\_\_\_\_\_