

## Holy Family Secondary School



### Administration of Medication Policy and First Aid School Responder Policy

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Holy Family Secondary School staff, the Parents' Association, the Student Representative Council, the Board of Management, amongst others, were consulted during the formation of the policy.

**Ratified by Board of Management on: 12<sup>th</sup> December 2017**

**Proposed Next Policy Review date: Amended as required**

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Chairperson, Board of Management Mr Feargal Whyte	Secretary, Board of Management Mrs Angela Ryan	Representative of the Diocese Fr. Joe Mc Dermott
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Date:

## 1. Link to Mission Statement

This Policy has been developed in line with our Mission Statement which states;

*‘We promote the Christian virtues of faith, hope, love, gentleness, respect and tolerance, and we emphasise togetherness and family. Guided by these Christian virtues, and dedicated to the pursuit of excellence, it is our mission to provide a safe, caring, inclusive learning environment in which to foster the spiritual, intellectual, academic, aesthetic, physical, emotional and social development of each pupil so that she may fulfil her own unique potential and may leave our school with the capacity and the willingness to contribute to the building of a society characterised by these Christian virtues’*

This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment. While the Board of Management has a duty to safeguard the health and safety of pupils when they are engaged in authorised school activities, this does not imply a contractual duty upon teachers to personally undertake the administration of medication. As professional educators, HFSS teachers implement and maintain professional standards of care for our pupils, however teachers are not medics and administering medication is a voluntary act by teachers.

**The Board of Management requests parents/guardians to ensure that appropriate school personnel are made aware in writing of any medical condition suffered by their children.**

**Parents/guardians are asked to complete the medical section of the registration form at the time of enrolment and update the school as necessary with regard to their child’s medical concerns.**

## 2. Rationale

The policy as outlined was put in place to clarify areas of responsibility and to give clear guidance about situations where it is, and/or, is not appropriate to administer medicines. As a general rule, ‘teachers’ should not be involve in the administration of medication to pupils, however, there may be occasions where pupils may need to take medication during school hours and/or whilst engaged in school related activities.

The over-riding concern must always be the pupils’ health and welfare. There is a team of trained First Aid School Responder members of HFSS staff who are trained to FETAC level 5 in First Aid.

## 3. Scope of this policy

The policy also operates within a legislative framework and takes account of the following;

- The Education Act, 1998
- The Education Welfare Act, 2000
- Equal Status Act, 2000
- The Equality Act, 2004
- HFSS Health and Safety Policy (and Safety Statement)
- Children First Act, 2015

#### 4. Aims

- To minimise health risks to pupils and staff on the school premises.
- To fulfill the duty of the Board of Management 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

#### 5. Responsibilities and Standard Operating Procedures

The HFSS Board of Managements wish to stress most strongly that it is the responsibility of the parent/guardian to inform the school of any medical needs their children may have.

**Parents/guardians are to inform the school immediately if a HFSS pupil develops a medical condition/allergy at any point during the school year which has not been previously disclosed to the school. HFSS cannot emphasise this strongly enough.**

1. Prescribed medicines will only be administered at school in cases where it is absolutely Necessary
2. Non-prescriptive medicines will neither be stored nor administered to pupils in school.
3. Prescribed medicines will not be administered in school without the consent of parents/guardians. Parents/guardians of a pupil who needs to take medication during school hours should write to the Board of Management to authorise members of staff to administer the medication in school. Parents/guardians should use the attached letter template to provide the school with the following in writing:
  - a. *name of child and details of medication dosage;*
  - b. *whether the child should be responsible for his/her own medication;*
  - c. *the circumstances in which medication are to be given by the teacher/SNAs and consent for it to be given;*
  - d. *indemnification of the Board of Management and authorised member(s) of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.*
5. A teacher/SNA should not administer medication without the specific authorisation of the senior management team or the Board of Management.
6. No member of staff can be required to administer medicine or drugs to a pupil. It must be done on a voluntary basis.
7. Medicine should not be kept by a pupil. It must be safely stored out of reach of pupils. Certain medicines, such as inhalers used by asthmatic pupils, must be readily accessible to a pupil at all times of the school day.
8. The medicine should be self-administered if possible, under the supervision of an authorised adult.

9. A written record of the date and time when medicine was administered must be kept by the supervising adult.
10. In emergency situations, qualified medical assistance will be secured at the earliest opportunity. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary. Emergency medication must have exact written instructions of how it is to be administered.
11. In all cases where parents/guardians request that prescribed medicines are administered at school, all of the school's SNAs must be authorised by the parents/guardians to administer the medicine. It is not practical to have less than three people authorised to administer the medicine. Parents/guardians must ensure that those teachers supervising extra-curricular activities or school outings are also authorised to administer medicine to their child.
12. It is the parents/guardians responsibility to ensure that the medicines provided to the school are in date.
13. **Where children are suffering from critical care conditions (for example, diabetes, epilepsy), parents/guardians should outline clearly in writing, what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child. Parents/guardians are strongly advised to request a meeting with the Principal/Deputy to explain the written information provided.**
14. Where permission has been given by the Board of Management for the administration of medicine, the smallest possible dose should be brought to school, preferably by the parents/guardians, with clear written instructions for administration, giving the name of the pupil.
15. 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.
16. Parents/guardians should ensure that these procedures are clearly understood before submitting any request to the Board of Management.
17. A confidential registry of students with medical conditions and medical needs will be kept (being entirely mindful of the data protection rights of HFSS students) by the Senior Management Team. This information will be shared strictly on a need-to-know basis.

## 6. Emergency Protocols

### **Emergencies:**

In the event of an emergency, HFSS staff should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, parents/guardians will be contacted to request permission so that an ambulance may be called and the pupil be taken to the nearest Accident and Emergency without delay. In the event that parents/guardians cannot be reached, the school will always prioritise the health of the pupil and call the ambulance if the situation merits it.

**The Health Service Executive call out costs of the ambulance and Accident and Emergency admission fees will be paid by the parents/guardians.**

## 7. HFSS First Aid School Responders

Holy Family Secondary School has a First Aid School Responder Team. This is a team of school staff members who have volunteered to be trained in First Aid and CPR to FETAC Level 5 Occupational First Aid Certificate. The team is trained to respond to an emergency, utilising **basic first aid** and knowing when to call ambulance services.

**The HFSS First Aid Responders are NOT trained medical personnel. The purpose of first aid training is to preserve life, protect from further harm, prevent worsening of condition, and provide relief and reassurance. It does NOT replace medical treatment. Therefore First Aid treatment is in keeping with a school's duty of care, and to take all reasonable measures to ensure the health, safety and welfare of HFSS students.**

- **First Aid School Responder:**  
HFSS staff trained to FETAC Level 5
- **Green Cross Station:**  
Locations in school with first aid supplies

### **In HFSS, FIRST AID IS ONLY GIVEN BY A FIRST AID SCHOOL RESPONDER**

#### **First Aid**

The school is committed to providing sufficient first aid facilities to personnel based on an assessment of needs and as required by the *Safety, Health and Welfare at Work (General Regulations) 2007*.

- First Aid Kits are provided for use throughout the school. The School will provide training in First Aid to all nominated FIRST AID SCHOOL RESPONDERS. This training will be reviewed and updated every two years or earlier when necessary. A sufficient number of first aiders will be appointed to ensure that where possible a trained first aider will be on site at all times.
- The names of all First Aid School Responders (with FETAC level 5 training) are available on the staff notice board. A green cross is also placed over the classroom of a trained First Aid School Responder. A list of trained responders is placed in prominent places around the school.
- There is a green cross on the classroom/ work area door of HFSS First Aid School Responders.



- Contents of the first aid boxes are checked regularly. Where necessary the Principal is notified of the need to reorder stocks. The contents of first aid boxes as recommended by the Health and Safety Committee and in accordance with Health and Safety Authority guidelines are given below;
- **Adhesive Plasters 20 40**
- **Sterile Eye Pads**
- **(Bandage attached) 2 4**
- **Individually wrapped Triangular bandages 6**
- **Safety Pins 6**
- **Medium Individually Wrapped Sterile Unmedicated Wound**
- **Dressing (approx. 20 x 8 cms) 6 8**
- **Large individually wrapped sterile Unmedicated Wound**
- **Dressing (approx. 13x9cms) 2 4**
- **Extra Large Individually Wrapped Sterile Unmedicated Wound**
- **Dressings (Approx. 28 x17.5 cms) 3 4**
- **Individually Wrapped Wipes 8 10**
- **Paramedic Shears 1**
- **Pairs of blue gloves**

#### **Automated External Defibrillators (AEDs)**

Holy Family Secondary School provides automated external defibrillators (AEDs) in the school to prevent sudden cardiac death. Early defibrillation using an AED is one of the vital links in the “Chain of Survival”. An up to date list of AED trained personnel (the FETAC level 5 First Aid Responder staff) is in the staffroom and in prominent places around the school.

Defibrillators are located outside the gym, outside the staff room and at reception. They are on a wall and are accessible to all HFSS FIRST AID SCHOOL RESPONDERS.

#### **Reporting of Accidents & Dangerous Occurrences**

All accidents to persons, whether or not in the employment of Holy Family Secondary School resulting in injury, however slight, must be reported immediately to a member of the Senior Management Team. A log of incidents is kept at reception.

If an accident either at the place of work or related to a place of work or work activity, causes loss of life to a person or disables any person for more than three calendar days not including the day of the incident from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority on forms IR1 and IR3. The School Principal will ensure that the IR1 and IR3 are completed as required and sent to the Health and Safety Authority. If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

## Standard Operating Procedures

- **Minor injuries**

For minor injuries (e.g. needing a plaster) please go directly to a Green Cross station where a First Aid School Responder will assist. If a pupil is feeling unwell, they may be sent, with another pupil to reception to make contact with a parent/guardian.

- **Accident/illness of an apparently serious nature**

**If you are NOT** a First Aid School Responder, send a pupil to reception to seek the assistance of a First Aid School Responder. Write a report of the incident/accident/illness. These reports are kept in the First Aid log at reception.

**If you ARE** a First Aid School Responder, a member of the Senior Management Team will organise that another teacher will cover your class.

The First Aid School Responder is trained to decide on the most appropriate course of action to take, e.g. calling parent/guardian, whether or not to call for an ambulance, whether to bring to a local doctor, and/or to bring directly to hospital accident and emergency etc. **As previously stated, HFSS First Aid School Responders are NOT medically trained personnel. They are HFSS staff who have volunteered to be trained to administer basic first aid. Parents/Guardians are strongly advised to always seek the advice of qualified medical practitioners for medical advice and treatment.**

The First Aid School Responder writes up a report of any First Aid given. These reports are kept at in the First Aid log at reception.

It is advisable that;

- No-one should be moved in the event of an injury
- Whilst on supervision duty, staff should check bathrooms, for health and safety reasons, in case a pupil is unwell.
- Specific consideration should be given to any chemical spillages/splashes.
- Batteries in the defibrillator must be checked monthly.

Staff are kept informed at staff meetings of procedures and protocols.

### 8. Advice for Parents

National Parents Council Post Primary <http://www.npcpp.ie/>

[http://npcpp.ie/wp-content/uploads/2014/09/Introducing\\_Your\\_second\\_Level\\_School1.pdf](http://npcpp.ie/wp-content/uploads/2014/09/Introducing_Your_second_Level_School1.pdf)

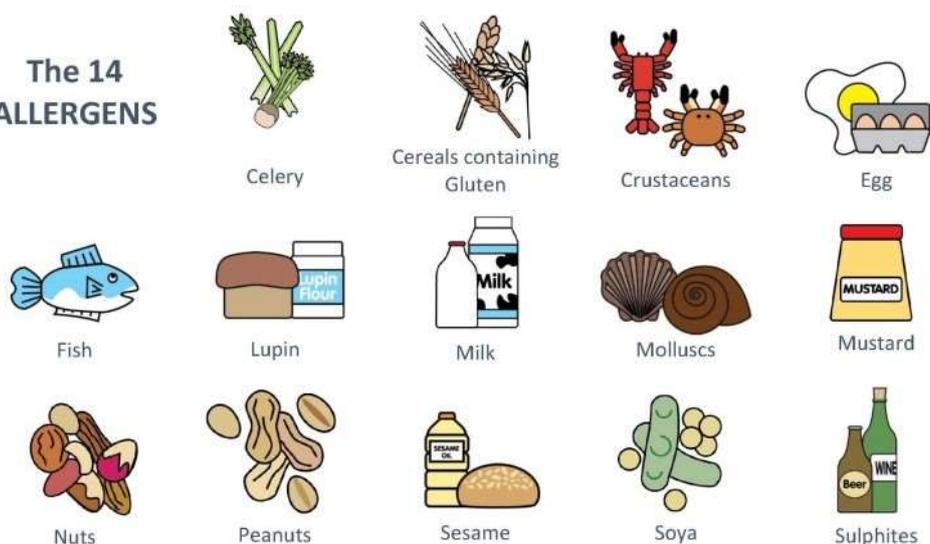
## Managing food allergies at school

This information will also be in the HFSS Student Journal

**BE AWARE: Some members of our school community at HFSS have food allergies.**

Banning a potential 14 food allergens from our school is impractical and impossible to supervise all the time however, we do ask all to be aware of the 14 allergens and be mindful of others with allergies.

### The 14 ALLERGENS



### What should I do as a parent/guardian?

- Meet with your doctor or allergy specialist, they are best placed to know your child's specific requirements and **draw up an allergy management plan to assist the school** in recognising your child's symptoms of an allergic reaction and response to it.
- **Meet with the Principal** and discuss how they manage allergies in the school. Provide your child's details, emergency contact information for your doctor, child's parents and a backup contact in case you can't be reached. If your child travels to school by bus or car pools ensure the driver or other parents are aware of your child's allergies and include travel to school in your allergy management plan.
- If your child is prescribed medication such as anti-histamines and an adrenaline auto injector, discuss where it is stored, who has access to it and who can administer it.
- Be aware of potential triggers.
- Teach your child **not to share food or drinks from others** (NO FOOD SHARING)
- When buying from our school canteen- **always ask. Food Allergens information is clearly outlined** and the staff are very happy to answer any queries.
- Explain to them that if they are not feeling well to tell a **teacher or other adult immediately** and not to go to the bathroom or any other area on their own

## Appendix 1: Policy Review Timeline

**HFSS SCHOOL POLICY REVIEW:**

**Administration of Medication Policy**

**YEAR OF REVIEW:**

**Academic 2017**

<b>PROCESS STAGE</b>	<b>DATE</b>	<b>NOTES</b>
<b>Identification Primary Planning Meeting</b>		June 2015
<b>Scoping document (DRAFT 1)</b>		August 2015
<b>Discussion document finalised</b>		August 2015
<b>Circulation of discussion document to focus group (staff)</b>		Health and Safety Committee August 2015 First Aid School Responder Team Special Needs Assistants  Reviewed by all teams November 2017
<b>Circulation of discussion document to staff (DRAFT 2)</b>		<ul style="list-style-type: none"> <li>• Health &amp; Safety Committee</li> <li>• HFSS First Aid School Responders</li> <li>• Whole Staff</li> </ul> Reviewed November 2017
<b>Consultation with HFSS SCR, Senior Prefect Team, Parents' Association (DRAFT 3)</b>		December 2015. Reviewed in November 2017 following focus groups update.
<b>Review by Planning Team (DRAFT 4)</b>		December 2015
<b>Consultation with Board of Management</b>		December 2015
<b>Ratification date (BOM)</b>		First ratification and implementation Dec 2015
<b>Implementation date</b>		Updated policy ratified by the HFSS BOM on 12 <sup>th</sup> December 2017

**Appendix 2: Medical Condition and Administration of Medicines Form**  
**Holy Family Secondary School, Newbridge, Co. Kildare**



**Medical Condition and Administration of Medicines Form**

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

HFSS Pupil's Name: \_\_\_\_\_ Year/Class: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Emergency Contacts**

1) Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

HFSS Pupil's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Prescription Details: \_\_\_\_\_

Storage Details: \_\_\_\_\_

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

Is your daughter/ward to be responsible for taking the prescribed medication herself?

\_\_\_\_\_

I/We request that the HFSS Board of Management authorise the taking of prescription medicine during the school day as it is absolutely necessary for the continued well-being of my/our daughter/ward. I/We understand that no school personnel have any medical training and we indemnify the HFSS Board of Management from any liability that may arise from the administration of the medication.

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

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

School signature and stamp: \_\_\_\_\_ Date: \_\_\_\_\_