



# Policy On Pupil Illness, Injuries And Medication And For Children With Any Additional Medical Needs

## 1. Definitions

**Illness** describes the state of being unwell, or being sick, and can be divided into two categories:-

- a) Short-term illness e.g. coughs, colds, tummy upset etc
- b) Long-term illness e.g. diabetes,

**Injury** describes harm, hurt or trauma resulting from damage inflicted on the body, normally from an external force

**Medication** describes a drug or other form of medicine to treat illness or prevent illness

## 2. Responsibilities

**Parents** are obliged to care for their children and to ensure that, when ill, they are properly cared for. Where children are not medically fit to be in school or in cases where their presence may cause other children to become ill, they should be cared for at home and not be in school. Parents should always ensure that the Principal and Teachers are aware of any medical condition which may affect their child's Learning

The **Board of Management** has a duty to safeguard the health and safety of pupils engaged in school activities. However, the main function of the BOM is to promote and support Teaching and Learning in the school. The BOM must therefore provide a policy background and make suitable arrangements to discharge its duty to the health and safety of all pupils

**Teachers** are in loco parentis and, as such, are required to take precautions and actions commensurate with those of a prudent parent in relation to children in their care. Teachers are not obliged to personally undertake the administration of medications. They may, at their own discretion, agree to administer certain medicines or procedures in emergency situations

## 3. Aims

This policy outlines procedures to be followed:

- a) in the event of a pupil illness - As illnesses are diverse in nature it will not be able to cover all eventualities
- b) in the event of a pupil becoming ill while in school
- c) in the event of a pupil attending school while suffering from an injury
- d) in the event of a pupil being injured while in school
- e) in the event of a pupil requiring to take medications while in school

## 4. Decisions regarding attendance or absence

Parents should use common sense when deciding whether or not your child is too ill to attend school. Ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home
- Would you take a day off work if you had this condition? If so, keep your child at home.

## Common Conditions

Most illnesses can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend on how severe you judge the illness to be. This guidance can help you to make that judgement. If you're concerned about your child's health, please consult a health professional.

- **Cough & cold** – a child with a minor cough or cold may attend school. If the cold is accompanied by shivers or drowsiness, the child should stay off school, and return to school **24 hours after** they are feeling better. If your child has a more severe and long- lasting cough, consult your GP, who can provide guidance on whether the child should stay off school.
- **Raised temperature**– if your child has a raised temperature or is feeling ill with signs of an acute illness, they should not attend school. They can return when they are feeling better.
- **Rash** – rashes can be the first sign of many infectious illnesses such as chickenpox and measles. Children with these conditions should not attend school. If your child has a rash, check with your GP or Practice Nurse before sending them to school.
- **Headaches**– a child with a minor headache does not usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms such as raised temperature or drowsiness, then keep the child off school and consult your GP.
- **Vomiting and diarrhoea** – children with these conditions should be kept off school. They can return **48 hours after their symptoms have settled**. Most cases get better without treatment, but if symptoms persist consult your GP.
- **Sore throat**– a child with a sore throat alone does not have to be kept from school. If your child is feeling ill with it, the child should stay at home.

To minimise the risk of transmission of infection to other children, and staff, the following guidelines are suggested.

<b>DISEASE/ILLNESS</b>	<b>MINIMAL EXCLUSION PERIOD</b>
Chickenpox and shingles	5 days after onset of the rash. Immuno-compromised children / adults – should take separate advice from their GP
Conjunctivitis (pink eye)	A child should stay away if eye is discharging until treated for 24 hours and/or eye(s) appear normal again
Diarrhoea & Vomiting	Until there has been no diarrhoea or vomiting for 48 hours
German Measles (Rubella) or Measles	5 days from onset of rash and until child feels well
Headlice	No period of exclusion but helpful to let school known and to indicate if action has been taken
Impetigo	Once the spots have crusted or healed or 48 hours of antibiotics and the child feels well
Mumps	7 days from onset of swollen glands and child feels well
Scabies	Child can return to school the day after treated

<b>ILLNESS</b>	<b>MINIMAL EXCLUSION PERIOD</b>
Scarlet Fever	When child feels well, and 48 hours after start of antibiotics
Threadworm	Child may return the day after treatment
Verruca	Child does not need to stay away from school and can go swimming if verruca is covered with a waterproof plaster
Whooping Cough	5 days from commencing antibiotics or 21 days without treatment

**If in any doubt, professional medical advice should be sought.**

**Other References: [www.hpa.org.uk](http://www.hpa.org.uk)**

## **5. Pupils who become Unwell at School**

If a child becomes ill at school, every effort will be made to contact their parents/ guardians and failing that, their emergency contacts. It is therefore important to keep the school informed of any changes to home/mobile nos. or any change of home arrangements. If the level of illness is severe and the school cannot contact the child's parents, the Office will contact the pupil's doctor or refer the child to a local available doctor

In the event of a child becoming unwell at school, parents are expected to take the child home or arrange for the child to be taken to a relative or carer's home as soon as possible

## **6. Pupils attending school while suffering from a short-term injury**

From time to time pupils will receive injuries which will partially incapacitate them for a time, from days to months. Such injuries usually involve broken bones, sprains etc and require a pupil to be in plaster or to use crutches or a wheelchair for a time.

In relation to such an injury, Parents should contact the Principal or Deputy Principal to assess risks, evaluate needs and make suitable arrangements for the child to return to school. If crutches/wheelchairs etc are needed, a medical certificate should be given to the school after consulting with the Principal/Deputy Principal.

For their own safety and the safety of others, students should not use crutches unless medically advised by a doctor.

Issues which may arise include:-

- a) negotiating stairs, steps, ramps and using the lift
- b) playing on the playground – tripping, crushing dangers
- c) effects on teaching and learning e.g. ability to write
- d) carrying school bags / lunches etc
- e) adapting start and finishing times to avoid entering and leaving the school with the main pupil body to avoid crushing or tripping

## **7. Pupils who have a long term medical condition which causes long-term incapacitation affecting the pupil's ability to partake in classroom activities**

The parents of a child with a long-term medical condition affecting the child's capacity to partake in classroom activities should make an appointment with the Principal / Deputy Principal to discuss the child's needs and to work out solutions to the child's difficulties involving a combination of the following:-

- a. Modification of classroom environment
- b. Provision of specialized equipment to assist the child
- c. Provision of SNA assistance, in accordance with DES Circulars, where necessary.

## **8. Pupils who are injured while in school**

The Teacher in charge of the Classroom or Playground will make an initial assessment of any injury which befalls a pupil. The following sequence of events will then occur

- a) if the Teacher deems the injury to be minor s/he will make the child comfortable and, if required, wash the area with water and apply a band-aid
- b) the Teacher will seek assistance from the closest First Aider if s/he feels it is required
- c) the Office will be informed and will immediately begin the process of contacting the child's Parents
- d) in all cases where a head injury occurs, the Office will be asked to contact the Parents. The Office will record the phone call and details of the injury i.e. severity and location of injury
- e) the Teacher and or First Aider will decide on the severity of the injury and will decide on whether further medical help is required
- f) in all cases of injury to a child while in school, the Teacher or First Aider will
  - a. inform the Principal / Deputy Principal
  - b. record the event in the Injuries Log if the injury required the assistance of a First Aider

## **9. Administration of Medication – Parameters**

**Medication should only be administered in the School as a last resort and where it is necessary for the health and safety of the child involved. Teachers do not have medical training and cannot be expected to be responsible for administration of medications. A Teacher's main focus must always be on Teaching and Learning. Other functions distract from that focus and it is the policy of the BOM to minimize any interference with Teaching and Learning in the Classroom. No medication may be administered in the school without the prior consent of the BOM and without the required applications, instructions and Indemnity Forms being fully filled in and signed. The Principal / Deputy Principal must, IN ALL CASES, be fully informed of any proposed Administration of Medication**

**Non-prescription medications will not be stored in the school nor be administered in the school**

**Medications will normally be administered only within the school grounds and buildings. Parents who wish that medication be administered to their child outside of the school premises e.g. during a school tour, field trip or other outing are responsible for making suitable arrangements with the Principal / Deputy Principal on a case by case basis**

## **10. Administration of Medication – Initial Procedure**

Parents who require that medication be administered to their child during school hours must

- a) make a written request to the BOM for permission to do so. An Application Form (Appendix A) is available for this purpose.
- b) provide full clear written instructions for the Administration of the Medication. (Appendix B)
- c) sign an Indemnity Form, indemnifying the BOM from all responsibility arising from any mistakes made in relation to the Administration of Medication. (Appendix C)
- d) provide the medication to be used to the school. The medication must be in-date and accompanied by a Pharmacist's Prescription, detailing the child's name and dosage
- e) the BOM will, on receipt of the above forms authorise a member of the Teaching or Ancillary Staff, provided they are willing, to administer the medication. The Parents will then be invited to supply the in-date medication to the school.

## **11. Administration of Medication/ Information On Additional Medical Needs – Ongoing Updating and Safety Procedures**

For safety and administration reasons the school must be informed of changes to the requirement for administration of medication to a child under the following circumstances:-

- a) at the beginning of each school year so that the Principal and Deputy Principal can ensure that individual Teachers are aware of exactly which children require the administration of medication for the school year
- b) if there is any change to the details as originally notified to the school regarding the administration of the medication
- c) when the medication becomes out-of-date.
  - It will always be the parents' responsibility to ensure that the school has up-to-date medication
  - It will always be the parents responsibility to collect out-of-date medications from the school and to dispose of it safely

A Form at Appendix C will be used for the purposes of updating. Failure to submit a signed Form D by 10<sup>th</sup> September of any school year will result in the BOM withdrawing its authorisation for a member of the Teaching or Ancillary Staff to administer medication to the child in question and will return any medication stored in the school by post to the Parents / Guardians concerned

## **12. Allergies**

Some children suffer from allergies which can, at times, be life-threatening. In some cases, children are allergic to common foodstuffs which other children are very likely to have in their lunches.

In such cases the Parents / Guardians of such a child should make an appointment with the Principal / Deputy Principal to discuss the issue. The school can request that certain foods not be included in lunches due to their possible effects on classmates. The school cannot dictate what parents put in their children's lunches; neither can the school be responsible for policing lunches. However, we would hope that other parents would co-operate in preventing an allergic reaction by one of their children's classmates.

## **13. Crutches**

There may be times when a medical professional advises the use of crutches. In such cases and only if the child is fit enough to come to school, parents must write to the class teacher. Please state the child's needs at break times (are they able to be on the yard), if the leg must be raised during school time and a guide to how long the child will need crutches. This information is needed so that the school can put the necessary procedures in place into alternative supervision at breaks / use of the lift.

## **14. Monitoring and review**

We are aware of the need to review the school **Pupil Illness, Injuries and Medication Policy** regularly so we can take account of any new initiatives, changes in legislation, developments in medicine or changes to the physical environment of the school. We will review our policy in 2017/18

In any event, individual pupils who require to be medicated during school hours will have their cases reviewed annually at the beginning of each school year to ensure that the medication is still required, that the instructions are updated and that the medication is in-date

## Appendix A – Part 1

### Request for the Administration of Medication during School Hours / Support for Addition Medical Needs

I/We, (name of Parent 1) and (name of Parent 2) request that the Board of Management authorise the administration of the following medication (name of medication & dosage) to (name of child) in emergency situation only. I/We understand that I/we will supply the necessary medication to the school and will be responsible for ensuring that it is replaced as required. I/we have read the school policy on the emergency administration of medicines, and accept the responsibility that it places on us, the parents/guardians, to regularly update the school on our child's condition, medication, and list of emergency contacts. I/We understand that no school personnel have any medical training, are acting in good faith on the directions of the parents and we indemnify the Board and staff member(s) for any liability that may arise from the administration and/or non-administration of the medication.

I/We confirm that we have read the BOM Policy on Illness, Injuries and Medication and accept the responsibility it places on us to regularly update the school on our child's condition, medication, and list of emergency contacts

Signed \_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

Signed by Parents/Guardians in the presence of \_\_\_\_\_

Principal/ Deputy Principal





## Appendix C

### **INDEMNITY FOR ADMINISTRATION OF MEDICINES/ SUPPORTING YOUR CHILD'S ADDITIONAL NEEDS IN THE SCHOOL**

**THIS INDEMNITY** is made the on **(date)** **BETWEEN** \_\_\_\_\_ (*lawful Father and Mother of*) \_\_\_\_\_ (*hereinafter called 'the parents'*) of the One Part AND \_\_\_\_\_ for and on behalf of the Board of Management of Bunscoil Rinn an Chabhlaigh, situated at Rushbrooke, Cobh, Co. Cork (*hereinafter called 'the board'*)

#### **WHEREAS**

The parents are respectively the lawful father and mother of \_\_\_\_\_, a pupil of the above school

The pupil suffers an ongoing basis from the condition known as \_\_\_\_\_

The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication, viz \_\_\_\_\_ (**Name of Medication**)

The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or other members of the 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, 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 of 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 medicine

**IN WITNESS** whereof the parties have hereunto set their hands and affixed their seals this day and year first herein **WRITTEN**

\_\_\_\_\_  
**SIGNED AND SEALED** by the parents in the presence of:

\_\_\_\_\_  
**SIGNED AND SEALED** by the said in the presence of:

## Appendix D

### UPDATE FORM: ADMINISTRATION OF MEDICINES/ CONTINUAL SUPPORT REQUIRED FOR YOU CHILD IN THE SCHOOL

Child's Name	
Address	
Date of birth	

**Note: This form is updating information provided to the school for the School Year 20\_\_ to 20\_\_**

**Will your child continue to have a requirement for the possible Administration of Medicine / support in relation to a medical condition in School for the School Year 20\_\_ to 20\_\_ ?**

YES  NO

If you ticked the YES box above, please answer the following questions:-

1. Have you provided up-to-date contact information to the school ?  
YES  NO
2. Have you provided up-to-date information or instructions on the administration of medication / medical support for your child in the event of it being required?  
YES  NO
3. Have you provided in-date medication for your child to the school?  
YES  NO  N/A
4. Have you provided an updated Indemnity Form in the event of any changes to the original information provided?  
YES  NO
5. What is the expiry date for that medication? \_\_\_\_\_

Signed \_\_\_\_\_ (Parent / Guardian 1) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Parent / Guardian 2) Date \_\_\_\_\_