

Gaelscoil
Thaobh na Coille



Gaelscoil Thaobh na Coille

Beallairmín

An Chéim

B.Á.C. 18

Uimhir Rolla : 20020R

Polasaí um Dháileadh Leighis

Réamhrá:

Déanadh athdhréachtadh & uasdátú ar an bPolasaí Um Dháileadh Leighis le déanaí trí phróiseas chomhoibrithe scoile agus faomhadh é ag cruinniú Bord Bainistíochta ar an 27/01/2020.

Réasúnaíocht:

Cuireadh an polasaí seo le chéile chun:

- Réimsí freagrachta a shoiléiriú
- Treoir shoiléir a thabhairt maidir le cásanna nuair nach bhfuil sé oiriúnach an leigheas a dháileadh
- Teorainneacha na riachtanas a léiriú agus a chur in iúl do mhúinteoirí agus d'fhoireann na scoile
- Cur síos a dhéanamh ar na nósanna imeachta chun déileáil le páistí a bhfuil ailléirge cnó orthu inár scoil.
- Baill foirne atá sásta leigheas a dháileadh a chosaint
- An scoil a chosaint in aghaidh fhéidearthacht na dlíthíochta

Gaolmhaireacht le hÉiteas na Scoile:

Cuireann an scoil teagmhálacha dhearfacha baile scoile chun cinn, ní amháin maidir le leas páistí, ach maidir le gach gné den saol scoile. Cláíonn an polasaí seo le héiteas na scoile trí thimpeallacht scoile shábháilte, shlán agus aireach a sholáthar agus naisc dhearfacha baile scoile a fhorbairt.

Aidhmeanna an Pholasaí:

Is féidir aidhmeanna agus cuspóirí an pholasaí a achoimriú mar seo a leanas;

- Rioscaí sláinte a íoslághdú do pháistí agus don fhoireann ar áitreabh na scoile
- Dualgas an Bhoird a chomhlíonadh maidir le ceanglais Shláinte agus Shábháilteachta
- Creatlach a sholáthar ina bhféadfaí leigheas a dháileadh i gcásanna éigeandála nó i gcásanna inar aontaíodh dáileadh leighis rialta le tuismitheoirí / caomhnóirí

Nósanna Imeachta In scoile:

Bíonn ar thuismitheoirí Foirm Leighis (féach Aguisín 1) a líonadh nuair a chláraíonn siad a bpáiste(i) sa scoil. Ní chuirtear oibleagáid ar mhúinteoir ar bith leigheas nó drugaí a dháileadh ar pháiste agus oibríonn aon mhúinteoir atá sásta iad a dháileadh faoi na treoirínte rialaithe a leanas:

- Ní dhéanfar leigheasanna ar oideas éigeandála a dháileadh go dtí go scríobhann tuismitheoirí an pháiste chuig an mBord ag iarraidh ar an mBord múinteoir den fhoireann teagaisc a údarú chun é sin a dhéanamh. Ní dhéanfar leigheas neamhordaithe a stóráil nó a dháileadh sa scoil, ar chúinse ar bith. Lorgfaidh an Bord slánaíocht ó thuismitheoirí maidir le haon dlíteanas a eascraíonn as dáileadh leigheasanna i bhfoirm litir indeimnithe. (féach Aguisín 5)

- Molann an scoil go ginearálta féin-dháileadh (mar shampla, ionanálaithe) de leigheas éigeandála faoi mhaoirseacht dhuine fásta, ag feidhmiú chúraim thuismitheora. Beidh méid beag de dhrugaí oidis á stóráil san Oifig Riaracháin más gá d'fhéin dháileadh laethúil do pháiste ar bith a bhfuil iarratas curtha isteach ag na tuismitheoirí le haghaidh saoráidí stórála. Tá freagracht ar na tuismitheoirí an leigheas a fháil, ag cinntiú go bhfuil an leigheas i ndáta agus go gcuirfear aon athrú dáileogachta in iúl.
- Tá sé faoi dhualgas proifisiúnta na múinteoirí sláinte agus sábháilteacht na bpáistí a chosaint, nuair a bhíonn siad ar áitreabh na scoile agus i bun imeachtaí údaraithe scoile as áitreabh araon
- Iarrann an Bord Bainistíochta ar thuismitheoirí go gcuirfí aon eolas maidir le riocht leighis a bpáiste i scríbhinn chuig an múinteoir cuí go bliaintiúil.
- Níl sé de dhualgas ar mhúinteoirí go pearsanta tabhairt faoi leigheasanna nó drugaí a dháileadh.
- Sa chás nach dtoilleann an múinteoir ranga an leigheas a dháileadh; ainmneofar múinteoir ar leith eile chun an leigheas a dháileadh.
- Crochfar grianghraif de na páistí sa seomra foirne ionas go mbeidh an fhoireann ar an eolas faoi pháistí a bhfuil ailléirgí orthu sa scoil. Beidh teimpléid caighdeánach in úsáid do chách (féach Aguisín 2).
- Má tharlaíonn sé go bhfuil an múinteoir ranga as láthair/ar lá cúrsa/inseirbhíse, cuirfear an t-ionadaí nó an múinteoir a bheas ag tabhairt aire don pháiste le riachtanais leighis ar leith ar an eolas faoi na riachtanais leighis seo agus conas déileáil le tinneas/eachtra. Cuirfear na páistí chuig na múinteoirí céanna, a bhfuil an t-eolas acu, i gcásanna asláithreachta más féidir. Beidh cóip den teimpléid caighdeánach ar fáil i seomra ranga an dalta sin d'aon oide a bheadh ag múineadh sa rang ar lá ar leith.

Fadhbanna Sláinte Fadtéarmacha

Sa chás go mbíonn fadhbanna sláinte fadtéarmacha ag páistí sa scoil, caithfear socruithe cuí agus soiléir maidir le dáileadh leighis a dhéanamh leis an mBord Bainistíochta. Is iad na tuismitheoirí/caomhnóirí atá freagrach as seo. Áireodh sé bearta maidir le féin-dháileadh leighis, dáileadh faoi mhaoirseacht na dtuismitheoirí nó dáileadh déanta ag foireann na scoile.

Riocht Bagrach don Bheatha

I gcásanna go bhfuil fadhbanna sláinte ag an bpáiste atá bagrach don bheatha, caithfidh na tuismitheoirí míniú go soiléir, i scríbhinn, cad gur chóir a dhéanamh i gcás éigeandála, ag déanamh tagairt de rud ar bith a bhéas mar riosca don pháiste (Aguisín 3). Má tá leigheas éigeandála riachtanach, caithfear socruithe oiriúnacha a dhéanamh leis an mBord Bainistíochta chuige sin. Is gá don tuismitheoir/caomhnóir litir shlánaíochta a shíniú maidir le haon dliteanas a thiocthadh aníos le linn dháileadh leighis.

Treoirínte Um Dháileadh Leighis

1. Caithfidh tuismitheoirí an pháiste le riachtanais leighis ar leith an Bord Bainistíochta a chur ar an eolas faoin riocht, i bhfoirm scríbhinn, ag míniú na mionsonraí riachtanacha ar

fad ar an riocht. Caithfidh treoir scríofa a bheith ag an iarratas freisin a bhéas le leanúint ag dáileadh leighis. (Aguisín 1, 2 nó 3)

2. Caithfidh tuismitheoirí iarratas i bhfoirm scríbhinn a chur chuig an mBord Bainistíochta chun dáileadh leighis ar scoil a údarú.
3. Sa chás inar tugadh cead sonrath ag an mBord Bainistíochta maidir le dáileadh leighis, ní mór do na tuismitheoirí/caomhnóirí/duine fásta ainmnithe na leigheasanna a thabhairt leo ar scoil.
4. Caithfear taifead scríofa den dáta agus den am ar dáileadh an leighis a choimeád ag an duine á dháil (Aguisín 4).
5. Tá tuismitheoirí / caomhnóirí freagrach as a chinntiú go soláthraítear leigheas éigeandála don scoil agus go ndéantar athlonnú air nuair is gá.
6. Ní mór mionsonraí cruinn a fháil maidir le leigheas éigeandála a dháileadh.
7. Ní mór don Bhord Bainistíochta árachóirí na scoile a chur ar an eolas dá réir sin.
8. Éilítear ar tuismitheoirí an Bord Bainistíochta agus baill den fhoireann a shlánú maidir le haon dliteanas a d'fhéadfadh teacht chun cinn maidir le dáileadh leigheasanna forordaithe sa scoil.
9. Coinnítear gach comhfhreagras a bhaineann leis na nithe thuas sa scoil.

Leigheasanna

- Ní stórálfar nó ní dháileofar leigheas neamh fhorordaithe do dhaltá sa scoil.
- Ní dhéanfaidh múinteoirí/cúntóirí ranga/an fhoireann cúnta ach leigheas forordaithe a dháileadh nuair a chuirtear socruithe i bhfeidhm mar atá léirithe thuas.
- Caithfear socruithe a dhéanamh leis an bPríomhoide/Múinteoir maidir le leigheas éigeandála áirithe a stóráil, a bhéas inrochtana go héasca i gcónaí. Stórálfar na leigheasanna seo i dtarraiceán faoi leith i mbord an mhúinteora i seomra ranga an pháiste.
- Ní bheidh cead ag múinteoirí/cúntóirí ranga/an fhoireann cúnta aon leigheas a dháileadh gan údarú sonrath an Bhord Bainistíochta.
- Caithfidh an leigheas forordaithe a bheith féin dháilithe más féidir, faoi mhaoirseacht múinteora/CRS atá údaraithe.
- Níl aon mhúinteoir/CRS faoi oibleagáid leigheas nó drugaí a dháileadh ar pháiste.
- I gcás éigeandála, cuirfear fios ar chúnamh leighis ó dhuine cáilithe chomh luath agus is féidir agus déanfar teagmháil leis na tuismitheoirí. Is gá go mbeadh teacht ar an tuismitheoir/caomhnóir uair ar bith.
- Ní cheadaítear go gcoimeádfadh páistí leigheas i málaí, cótaí, srl.
- Nuair is féidir, ba cheart do na tuismitheoirí leigheas forordaithe a dháileadh lasmuigh d'uaireanta scoile.

Sa chás go dtagann an páiste i dteagmháil le substaint a bhfuil ailléirgeach orthu:

- Déan meas ar an ailléirge.
- Lean an plean imoibríthe ailléirgeach a aontaíodh le tuismitheoirí/caomhnóir.

Leideoirí agus Táscairí Suaite:

Is iad na comharthaí suaite ná cársán, deacracht mhór ag anáilú, táscairí gastraistéigeacha ar nós pianta an bhoilg, crampaí, urlacain agus buinní.

I gcás éigeandála:

I gcás éigeandála, níor chóir do mhúinteoirí níos mó ná mar is gá agus is cuí a dhéanamh chun anacair mhór a mhaolú nó dochar breise agus doleasaithe a dhéanamh. Beidh córas sa scoil, ina gcuirfidh dalta ó rang ar leith an mhúinteora ranga béal dorais ar an eolas faoi chás éigeandála

ionas gur féidir leo cabhair bhreise a thabhairt/fháil. Ba cheart cabhair leighis cháilithe a lorg i gcásanna éigeandálaí chomh luath agus is féidir.

Sa chás nach bhfuil teacht ar chabhair leighis cháilithe agus go bhfuil cabhair leighis phráinneach de dhíth d'fhéadfaí an pháiste a thabhairt caol díreach go dtí an ospidéal. Déanfar teagmháil leis na tuismitheoirí ag an am chéana.

Chomh maith leis sin sin, ní mór do thuismitheoirí a chinntiú go gcuirtear an múinteoir ranga ar an eolas, i bhfoirm scríbhinn, faoi aon riocht míochaine ar a bhfuil a bpáistí ag fulaingt. Mar shampla, tá seans ann go mbeadh taom ag páistí a bhfuil titimeas nó diaibéiteas orthu am ar bith agus ní mór do na múinteoirí a bheith ar an eolas faoi na hairíonna a bhaineann leo chun a chinntiú go bhféadfadh daoine cuí cóireáil leighis a chur orthu.

Ní mór sonraí scríofa a fháil ó na tuismitheoirí/caomhnóirí a dhéanann cur síos ar shonraí pearsanta an pháiste, ar ainm an leighis agus ar dháileog forordaithe, cén cás ina bhfuil an páiste in ann an leighis a fhéin-dháileadh agus conas an leighis a dháileadh. Ba cheart do thuismitheoirí cur síos soiléir a dhéanamh ar nósanna imeachta cuí do pháiste a thógann leigheas do ghalair a d'fhéadfadh a bheith bagrach don bheatha.

Coinníonn an scoil clár nuashonraithe de shonraí teagmhála gach tuismitheoir / caomhnóir lena n-áirítear uimhreacha éigeandála. Déantar é seo a nuashonrú ag tús na scoilbhliana nua i mí Mheáin Fhómhair.

Boscaí Garchabhracha:

Tugtar trealamh míochaine iomlán nuair a bhíonn páistí i mbun gníomhaíochtaí lasmuigh den scoil ar nós turais, cluichí peile/iománaíochta agus gníomhaíochtaí lúthchleasaíochta. Coimeádtar bosca garchabhrach san Oifig Riaracháin ina bhfuil ciarsúir antaiséipteacha, bindealáin antaiséipteacha, spraeanna, steirí-stiallacha, olann cadáis, siosúir srl.

Traenáil:

Eagróidh an Bord Bainistíochta traenáil garchabhrach do bhaill foirne aitheanta go leanúnach. Cuirfear traenáil ginearálta ar fáil don fhoireann ar fad.

Déanfar léiriú ar an gcaoi a ndéantar peann aidreanailín a úsáid go bliantúil ag cruinniú foirne ina gcuirfear na múinteoirí a mbeidh teagmháil acu leis na páistí seo (ar an gclós, ag traenáil tar éis na scoile nó sa rang) ar an eolas faoin tinneas.

Moltaí Gineáralta:

Molaimid go gcoimeádfá aon pháiste a léiríonn comharthaí breoiteachta sa bhaile; nílimid i bhfábharr iarratais ó thuismitheoirí a gcuid páistí a choinneáil istigh i rith am lóin. Níor chóir go mbeadh páiste ar bith ar scoil atá ró-tinn le súgradh lena gcairde.

Rólanna agus Freagrachtaí:

Tá freagracht fhoriomlán ar an mBord as an bpolasaí seo a chur i bhfeidhm agus monatóireacht a dhéanamh air. Is é an Príomhoide an bainisteoir laethúil de na nósanna imeachta atá sa pholasaí le cúnaimh ó gach ball foirne. Titeann an fhreagracht chun na boscaí garchabhracha a athchóiriú agus a athlónadh ar fhoireann na hoifige (na Rúnaithe) faoi chúram an tOifigeach Sábháilteachta scoile.

Critéir Rathúlachta:

Déantar éifeachtúlacht pholasaí na scoile ina fhoirm láithreach a thomhas de réir na gcritéar seo a leanas;

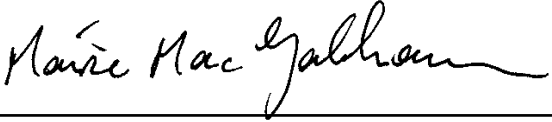
- Comhlíonadh le Rialachán Sláinte agus Sábháilteachta
- Timpeallacht shabháilte agus chomhbhách a chruthú do na páistí
- Aischothú dearfach ó thuismitheoirí/ chaomhnóirí
- Ag cinntiú go bhfanann an príomhfhreagracht don dháileadh leighis le thuismitheoirí/caomhnóirí

Daingniú agus athbheithniú:

Dhaingnigh an Bord an polasaí seo i 2020. Déanfar athbheithniú air i gcás teagmhais nó ar chlárú pháiste/pháistí a bhfuil riochtaí leighis suntasacha acu, nó nuair is gá.

Cur i bhFeidhm

Cuireadh an polasaí seo i bhfeidhm i 2020

Sínte:  Dáta: 27/01/2020
Cathaoirleach, Bord Bainistíochta

Sínte:  Dáta: 27/01/2020
Príomhoide/Rúnaí ag an mBord Bainistíochta

Aguisíní leis an bPolasaí um Dháileadh Leighis:

- Aguisín 01 Foirm Leighis
- Aguisín 02 Plean gníomhaíochta do Anaifíolacas
- Aguisín 03 Nósanna Imeachta Éigeandala
- Aguisín 04 Foirm Taifead Dáileadh Leighis
- Aguisín 05 Foirm Shlanaithe

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Administration of Medicines Policy

Introduction:

The Administration of Medicines policy was recently redrafted through a collaborative school process and was ratified by the Board of Management (BoM) on 20/01/2019.

Rationale:

The policy as outlined was put in place to;

- Clarify areas of responsibility
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- To outline procedures to deal with a pupil with a nut allergy in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

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.

Aims of this Policy:

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

- Minimise health risks to children and staff on the school premises
- Fulfill the duty of the BoM in relation to Health and Safety requirements
- 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

In –School Procedures:

Parents are required to complete a Health/Medication form when enrolling their child/children in the school (see Aguisín1). 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 (see Aguisín 5).

- 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. A small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage
- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.
- The school will display photographs of children in the staff room so staff are aware of children with allergies in the school. A standard template will be used (see Agusín 2).
- If in the event the class teacher is absent/on a course day/in-service the substitute teacher or the teacher who is taking care of the child with special medical needs will be made aware of the medical needs and will also be told how to deal with an illness should one arise, where possible the children will be sent to the same class teacher in case of absences where the teacher is familiar with needs. Subject to parental consent, a copy of the standard template re: medical allergies/administration of medicine will be placed in a visible location in the classroom accessible to any teaching personnel.

Long Term Health Problems

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of the parents/guardians. It would include measures such as self-administration, administration under parental supervision or administration by school staff.

Life Threatening Condition

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child (Appendix 3) If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines

1. The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication (Appendix 1, 2 or 3).

2. Parents must write requesting the Board of Management to authorise the administration of the medication in school.
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult.
4. A written record of the date and time of administration must be kept by the person administering it (Appendix 4).
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
6. Emergency medication must have exact details of how it is to be administered.
7. The BoM must inform the school's insurers accordingly.
8. Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
9. All correspondence related to the above are kept in the school.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Teachers/SNAs/Ancillary Staff in the school will only administer prescribed medication when arrangements have been put in place as outlined above.
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal/Teacher. These types of medicines will be stored in a dedicated drawer in the teacher's desk in the child's classroom.
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA.
- No teacher/SNA can be required to administer medicine or drugs to a pupil.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted. Parents/guardians must there for be contactable at all times.
- Children are not permitted to keep medication in bags, coats, etc.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

In the event the pupil comes in contact with substance they are allergic to:

- Assess the allergy.
- Follow allergic reaction plan agreed with parents/guardian.

Indicators of shock include:

Wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

Emergencies:

In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. An in-school system will be implemented, whereby, a student from a specific class will raise the alarm with a

neighbouring classroom teacher in order to seek their assistance. 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, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.

First Aid Boxes

A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

A first aid box is kept in a central location in the Administration Office containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.

Training

The Board of Management will arrange first aid training for identified staff on an ongoing basis. General First Aid training will be given to the entire staff.

A demonstration of how to administer an adrenaline pen will be carried out annually at a staff meeting where teachers who will have contact with the children (be it on the yard, training after school or in class) will be made aware of the illness.

General Recommendations

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

Roles and Responsibilities

The BoM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The School Secretary is responsible for the maintenance and replenishment of First Aid Boxes under the supervision of the school's Safety Officer.

Success Criteria

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

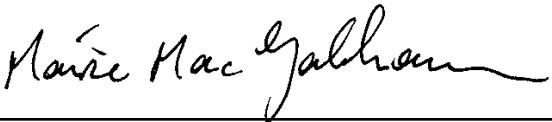
- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review:

This policy was ratified by the BoM in 2020. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, or when deemed necessary.

Implementation:

The policy has been implemented since 2020.

Sínte:  Dáta: 27/01/2020
Cathaoirleach, Bord Bainistíochta

Sínte:  Dáta: 27/01/2020
Príomhoide/Rúnaí ag an mBord Bainistíochta