

DÁILEADH LEIGHIS ADMINISTRATION OF MEDICINE

Gaelscoil Raifteirí,
Faiche an Aonaigh,
Caisleán a' Bharraigh,
Co. Mhaigh Eo
Uimhir Rolla: 19832D



Polasaí um Dháileadh Leighis

Déantar an beartas seo a chur le chéile de réir na dtreoirínte a d'eisigh na Comhlachtaí Bainistíochta Bunscoileanna agus Eagraíocht Mhúinteoirí Náisiúnta na hÉireann.

Reamhrá

Cé go bhfuil sé de dhualgas ag an mBord Bainistíochta sláinte agus sábháilteacht na ndaltaí a chosaint nuair a bhíonn siad ag gabháil do ghníomhaíochtaí scoile údaraithe, ní thugann sé seo le tuiscint go bhfuil sé de dhualgas ar mhúinteoirí tabhairt faoi riarachán leigheas go pearsanta.

Iarrann an Bord Bainistíochta Gaelscoil Raifteirí ar thuismitheoirí a chinntiú go gcuirtear baill foirne ar an eolas i scríbhinn faoi aon riocht leighis a fhuilangaíonn a bpáiste. Ba chóir an fhaisnéis seo a sholáthar nuair atá an paiste á chlárú nó ma fhorbraíonn aon choinníollacha leighis níos déanaí. Tagraíonn leigheas sa pholasaí seo do chóigais, do tháibléid agus do spraeanna atá á riaradh tríd an mbéal amháin.

Ábhar beartais

1. Nós imeachta le leanúint ag thuismitheoirí a éilíonn riaradh leighis dá leanaí

- Ba chóir don Tuismitheoir / Caomhnóir scríobh chuig an mBord Bainistíochta ag iarraidh ar an mBord baill foirne a údarú chun an leigheas a riaradh nó chun monatóireacht a dhéanamh ar fhéinriarachán an leigheas.
- Tá sé de dhualgas ar thuismitheoirí treoracha scríofa den nós imeachta atá le leanúint i riaradh agus stóráil an leigheas, a chur ar fáil don scoil. (Féach Aguisín 1)
- Tá thuismitheoirí freagrach as a chinntiú go seachadtar an leigheas chig an scoil agus go dtabharfar do dhuine fásta freagrach é agus chun a chinntiú go bhfuil soláthar leordhóthanach ar fáil.
- Tá sé de dhualgas ar thuismitheoirí an Bord agus baill údaraithe na foirne a shlánú maidir le haon dliteanas a d'fhéadfadh teacht chun cinn maidir le riaradh leigheasanna forordaithe ar scoil. Cuirfidh an bord in iúl d'árachóirí na scoile dá réir.
- Ba chóir athruithe i gcógas forordaithe (nó dáileog) a chur in iúl láithreach don scoil le treoracha scríofa soiléire ar an nós imeachta atá le leanúint chun an leigheas nua a stóráil agus a riar.
- Sa chás go bhfuil leanaí ag fulaingt ó choinníollacha bagrach don bheatha, ba chóir do thuismitheoirí a chur i scríbhinn, cad é nár cheart a dhéanamh i gcás éigeandála ar leith, le tagairt ar leith don rud a d'fhéadfadh a bheith ina riosca don pháiste.
- Tá sé de dhualgas ar thuismitheoirí uimhir ghutháin a sholáthar inar féidir teagmháil a dhéanamh leo i gcás éigeandála a thagann chun cinn.

2. Nósanna imeachta le leanúint ag an mBord Bainistíochta

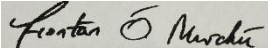
- Féadfaidh an Bord, tar éis dó an cheist a bhreithniú, ball foirne a údarú chun leigheas a riaradh go dalta nó chun monatóireacht a dhéanamh ar an bhféin-riarachán ag dalta.
- Cinnteoidh an Bord go go bhfuil duine údaraithe maidir le treoir, agus teagasc tugtha dó/dí conas an leigheas a riaradh.
- Lorgóidh an Bord slánaíocht ó thuismitheoirí maidir le dliteanas a d'fhéadfadh teacht chun cinn maidir le riarachán an leighis
- Cuirfidh an Bord in iúl do árachóirí na scoile dá réir
- Déanfaidh an Bord socruithe chun leigheas agus nósanna imeachta a stóráil go sábháilte don riaradh leighis i gcás asláithreachta an chomhalta foirne údaraithe.

3. Freagrachtaí na mball foirne

- Níl sé de dhualgas ar aon bhall foirne, leigheas a riaradh do dhalta.
- Ba chóir go mbeadh aon bhall foirne atá toilteanach leigheas a riaradh, é seo a dhéanamh agus leanúint le na dtreoirí sa tuairim go bhfuil an riarachán sábháilte.
- Ní mór treoracha scríofa ar riaradh an leighis a sholáthar.
- Ní féidir leigheas a riaradh gan údarú sonrach an Bhoird Bainistíochta.
- Agus leigheas á dháileadh do dhaltáí, feidhmeoidh baill foirne caighdeán cúraim réasúnta mar a dhéanfadh tuismitheoir stuama.
- Ba cheart go ndéanfadh aon bhall foirne atá toilteanach cógais a riaradh, faoi theoirínte docht agus sa tuairim go bhfuil an riaradh sábháilte.
- Coinneofar taifead scríofa ar dháta agus am an riaracháin.
- I gcásanna éigeandála, níl sé de dhualgas ar an bhfoireann gan níos mó ná mar atá riachtanach nó cuí a dhéanamh chun faoiseamh a thabhairt nó cosc a chur le tuilleadh dochar neamh-inbhraite.
- Ba chóir fios a chur ar cóireáil leighis cháilithe in éigeandálaí chomh luath agus is féidir.
- Ba chóir teagbháil a dhéanamh le tuistí má ta aon cheist nó i gcás éigeandála.

Rinneadh athbhreithniú ar an bpolasaí seo i gcomhair le tuismitheoirí agus foireann na scoile. Bhí sé daingnithe ag an mBord Bainistíochta ar an 29.3.22.

This policy was reviewed in consultation with parents and staff. It was ratified by the Board of Management on the 29.3.22

Sínte: 
Cathaoirleach an Bhoird Bainistíochta
Chairperson of BOM

Dáta: 29.3.22

AGUISÍN 1

Iarratas ar Riarachán Cógais - Faisnéis & Toiliú

AGUISÍN 2

Riaradh Cógais i Scoileanna - Slánaíocht (Aguisín 46 ó Lámhleabhar an Bhoird Bainistíochta)

AGUISÍN 1

Iarratas ar Riarachán Cógais - Faisnéis & Toiliú

Ainm an Pháiste: _____ Dáta Breithe: _____

Ainm an Leigheas: _____ Dáileog: _____

Faoi chén cúinsí go mba chóir an leigheas a thabhairt:

Coinníoll a bhfuil gá don leigheas: _____

Aon leigheas eile atá á dtógáil: _____

IS FÉIDIR/NÍ FÉIDIR le mo pháiste an leigheas seo a fhéin-riarachadh:

Ainm GP: _____ Uimhir Fón: _____

1ú Teagmháil Éigeandála: _____ Uimhir Fón: _____

2ú Teagmháil Éigeandála _____ Uimhir Fón: _____

Tuigim cead do bhaill foirne sa scoil riaradh / maoirseacht a dhéanamh ar dháileadh de

_____, i ndáileog de _____, le mo pháiste

_____ faoi na cúinsí thuasluaite. Tuigim go roinnfear an faisnéis faoi riocht leighis agus cóireáil leighis mo pháiste le foireann na scoile, agus i gcás éigeandála leis an dochtúir teaghlaigh nó leis an bpearsanra leighis eile. Toilím freisin le nochtadh na faisnéise seo d'árachóirí na scoile más gá.

Sínithe _____ Dáta: _____

Ainm a Phrionteáil: _____

AGUISÍN 2 /(46)

Riaradh Cógais i Scoileanna - Slánaíocht (Aguisín 46 ó Lámhleabhar an Bhoird Bainistíochta)

RINNEADH AN SLÁNAÍOCHT SEO AR AN _____ lá de 20 _____ idir

_____ (athair agus máthair dleathach)

_____ (dá ngairtear 'na tuismitheoirí' anseo

feasta do AON CHUID agus ar a dtugtar ar son agus thar ceann an Bhoird Bhainistíochta

Gaelscoil Raifteirí atá suite i gCaisleán an Bharraigh i gContae Mhaigh Eo (dá ngairtear 'an bord' anseo feasta) den CHUID EILE. De bharr an méid seo a leanas:

1. Is iad na tuismitheoirí an t-athair agus máthair dleathach faoi seach

_____ dalta den scoil thuas

2. Tá an dalta ag fulaingt ar bhonn leanúnach ón riocht ar a dtugtar

3. Féadfaidh an dalta, agus iad ag freastal ar an scoil seo, a cheangal ar chúinsí éigeandála, riarachán cógais.

4. D'aontaigh na tuismitheoirí go bhféadfaidh an múinteoir ranga leis an bpáiste an leigheas sin a riaradh, i gcúinsí éigeandála nó baill foirne eile den scoil sin de réir mar a ainmneofar an Bord iad ó am go ham.

ANOIS AONTAÍTEAR LEIS SEO le na tuismitheoirí agus idir na tuismitheoirí é seo a leanúint:

I gcomaoin an Bhoird ag dul isteach sa chomhaontú aontaíonn siad, na tuismitheoirí, mar an t-athair agus an mháthair dleathach faoi seach den dalta sin, an Bord a shlánú ags a choinneáil slánaithe, a sheirbhísigh agus a ghníomhairí lena n-áirítear gan dochar don ghinearáltacht an mhúinteora ranga an dalta sin agus / nó príomhoide na scoile sin ó gach éileamh agus i gcoinne na n-éileamh, araon i láthair agus sa todhchaí, a eascraíonn as an riarachán nó as mainneachtain na leigheasanna sin a dháileadh.

Sínithe _____ (Tuismitheoir)

Administration of Medicine Policy

This policy is formulated in accordance with guidelines issued by the Primary Schools' Managerial Bodies and the Irish National Teachers' Organisation.

Introduction

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 duty upon teachers to personally undertake the administration of medication.

The Board of Management of Gaelscoil Raifteirí requests parents to ensure that staff members are made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or at the development of any medical conditions at a later date.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only.

Policy Content

1. Procedure to be followed by parents who require the administration of medication to their child

- The parent/guardian should 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. (see Appendix 1)
- 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 supply is available.
- Parents are further required to indemnify the Board and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board 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 should outline clearly in writing, what should and 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.

2. Procedures to be followed by the Board of Management

- The Board, 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.

3. Responsibilities of Staff Members

- No staff member can be required to administer medication to a pupil.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- Written instructions on the administration of the medication must be provided.
- Medication must not be administered without the specific authorisation of the Board of Management.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept.
- In emergency situations, 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.

Rinneadh athbheithniú ar an mbeartas seo i gcomhairle le tuismitheoirí agus leis an bhfoireann agus daingníodh é ag an mBord Bainistíochta ar an 29.3.22

Sínte: 

Dáta: 29.3.22

APPENDIX 1

Request for Administration of Medication – Information & Consent

APPENDIX 2

Administration of Medicines in Schools - Indemnity

(APPENDIX 46 from Board of Management Handbook)

APPENDIX 1

Request for Administration of Medication –Information & Consent

Child's name _____ Date of birth _____

Name of medication _____ Dosage _____

Under what circumstances medication should be given:

Condition for which medication required, _____

Other medication being taken _____

My child CAN CANN self-administer this medication

GP name _____ Phone no _____

1st Emergency contact _____ Mobile no _____

2nd Emergency contact _____ Mobile no _____

I consent for staff members in the school to administer/supervise administration of _____, in dosage of _____, to my child _____ under the circumstances outlined above.

I understand that information about my child's medical condition and treatment will be shared with school staff, and in the event of an emergency with the GP or other medical personnel. I also consent to the disclosure of this information to the school's insurers if required

Signed _____ date _____

Print name _____

ADMINISTRATION OF MEDICINES IN SCHOOLS – INDEMNITY

THIS INDEMNITY made the _____ day of 20_____

BETWEEN _____ (parent/gaurdian) of

_____ (hereinafter called parent/guardian of the One Part AND for and on behalf of the Board of Management of Gaelscoil Raifteirí situated in Caisleán an Bharraigh, in the County of Mhaigh Eo (hereinafter called ‘the Board’) of the Other Part.

WHEREAS:

1. The parent/guardian are respectively the lawful parent/guardian of _____ a pupil of the above school.

2. The pupil suffers on an ongoing basis from the condition known as _____

3. The pupil may, while attending the said school, require in emergency circumstances, the administration of medication.

4. The parent/guardian have agreed that the said medication may, in emergency circumstances, be administered by the said pupil’s classroom teacher and/or such other member of 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 parents hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the parent/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 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 medicines.

Signed: _____ (Parents)

IN WITNESS whereof the parties hereto have hereunto set their hands and affixed their seals the day and year

first herein **WRITTEN:**

Signed and Sealed by the Parents in the presence of:

_____ (Bord Representative)

Signed and Sealed by the said in the presence of:

_____ (Witness)