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Bóthar an Mhuilinn
Droichead Átha
Co. na Mí

Polasaí Dáileadh Leighis

Cé go bhfuil dualgas ar an mBord Bainistíochta maidir le Sláinte agus Sábháilteachta na ndaltaí nuair atá siad ag glacadh páirte i ngníomhaíochtaí scoile, ní hionann sin agus a rá go bhfuil dualgas ar mhúinteoirí go pearsanta aon leigheas a dháileadh.

Aidhm an Pholasaí

- Chun freastal ar riachtanais na ndaltaí, a mbíonn gá acu le cógas leighis ordaithe i rith an lae scoile, de réir na gcleachtas is fearr
- Foireann na scoile a chosaint trí chinntiú go ndáiltear leigheas, de réir na gcleachtas is fearr.

Ní mór do thuismitheoirí a chinntiú go gcuireann siad múinteoirí ar an eolas i scríbhinn maidir le haon fhadhb sláinte a fhulaingíonn a bpáiste. Ba cheart an t-eolas seo a thabhairt ar fhoirm chlárúcháin/ar fhoirm glacadh áite an pháiste, a líonann na tuistí/caomhnóirí i mí Mheán Fómhair (nó ag an am a fhorbraíonn fadhbanna ina dhiaidh sin) agus coimeádfar na foirmeacha seo i gcomhad an pháiste. Muna gcuirtear aon eolas ar fáil don scoil glactar leis nach bhfuil aon fhadhb sláinte ag páiste.

Ní dháiltear leigheas sa scoil ach i gcásanna éigeandála.

Ba chóir don dochtúir teaghlaigh am dáileadh leighis a shocrú d'am lasmuigh d'uaireanta a chloig scoile, más féidir in aon chor é.

Munar féidir leis an dochtúir am dáileadh leighis a bheith lasmuigh d'am scoile ansin ba chóir don tuiste/chaomhnóir scríobh chuig an Bord Bainistíochta ag tabhairt údarais dóibh ba(i)ll foirne a údarú chun an leigheas a dháileadh.

Ba chóir go dtabharfadh an páiste an leigheas dó féin, má tá sé ar a chumas sin a dhéanamh, agus é faoi mhaoirseacht an duine fhásta údaraithe.

Moltar go gcaithfeadh paistí a bhfuil ailléirge orthu bráisléad leighis cuí.

Ní choimeádfar agus ní dháiltear aon chógas leighis neamhúdaraithe sa scoil.

Ní féidir leis an mBord Bainistíochta iachall a chur ar aon bhall foirne leigheas a dháileadh. Iarrfaidh an Bord Bainistíochta ar bhail foirne oiriúnacha iad féin a chur chun cinn go deonach don chúram, tabharfaidh siad an t-údarás dóibh cógas leighis a dháileadh agus cuirfidh siad traenail cuí ar fáil dóibh, más gá. Tá sé de cheart ag an mBord Bainistíochta, tar éis dóibh plé a dhéanamh ar an gcás, an t-éileamh ó thuiste/chaomhnóir maidir le leigheas a dháileadh a dhiúltú.

Ba chóir go gcuifí an litir slánaíochta sínithe ag na tuistí/caomhnóirí chuig an mBord Bainistíochta ag an am go ndéantar éileamh ar dháileadh leighis orthu.

CÁSANNA ÉIGEANDÁLA:

Ní sé ceadaithe d'aon bhall foirne leigheas a dháileadh gan údarás an Bhoird Bhainistíochta agus cead scríofa ó na tuistí/caomhnóirí a bheith faighte roimh ré.

AN PRÓISEAS:

Scríobhann na tuistí/ caomhnóirí chuig an mBord Bainistíochta ag lorg go dtabharfadh an Bord Bainistíochta an t-udaráis do bha(i)ll foirne an cógas leighis a dháileadh.

Tá an fhreagracht ar na tuistí/caomhnóirí iarratas nua a chur chuig an Bord Bainistíochta ag tús gach scoilbhliana, sa chás go bhfuil an paiste ar chógas leighis leanúnach.

Chun go mbeidh an Bord Bainistíochta ábalta an t-iarratas a scrúdú i gceart, ní mór do na tuistí/caomhnóirí na nithe seo leanas a bheith curtha ar fáil san iarratas:

1. Ainm agus seoladh an pháiste
2. Ainm, seoladh agus uimhreacha teagmhála na dtuistí/gcaomhnóirí
3. Ainm agus uimhreacha teagmhála an dhochtúra teaghlaigh
4. Ainm an Ríochta Sláinte
5. Ainm an Chógais Leighis
6. An tomhas den chógas leighis gur gá a dháileadh
7. Am a dháileadh
8. Cur síos ar an tslí gur chóir é a dháileadh – ba chóir go léireodh an tuiste/ dochtúir teaghlaigh / an bhanaltra an modh cuí d'fhoireann na scoile.
9. Conas is ceart é a stóráil
10. Na cúinsí gur chóir an cógas leighis a thabhairt
11. Dearbhú ceada
12. Slánaíocht don Bhord Bainistíochta agus don bhall (na bail) údaraithe
13. Síniú an tuiste/chaomhnóra

(Nuair atá riocht sláinte ag páiste, a d'fhéadfadh a b(h)eatha a chur i mbaol, caithfidh na tuistí/caomhnóirí treoracha scríofa soiléire i gcás eigeandála a chur ar fáil, faoi cad is féidir / nach féidir a dhéanamh, go háirithe maidir le haon ní a bheadh baolach don pháiste.)

Tar éis don Bhord Bainistíochta plé a dhéanamh ar an gcás, is féidir leo an t-udaráis a thabhairt do mhúinteoir(í) an leigheas a dháileadh nó is féidir leo an t-éileamh ó thuiste/chaomhnóir maidir le leigheas a dháileadh a dhiúltú. Sa chás sin tá an fhreagracht ar an tuiste socrúithe eile a dhéanamh.

Tá sé de cheart ag an mBord Bainistíocht comhairle leighis scríofa a lorg ar dhochtúir an pháiste, m.sh. dearbhú den méid leighis a thabharfaí agus na cúinsí ina dtabharfaí é.

Sa chás go dtugann an Bord Bainistíochta an t-udaráis do mhúinteoir cógas leighis a dháileadh tabharfar treoracha cuí do/di.

Is faoin tuiste/caomhnóir a chinntiú go bhfuil an múinteoir údaraithe ar scoil. Sa chás go bhfuil an múinteoir údaraithe as láthair caithfidh an tuiste/caomhnóir labhairt leis an bpríomhoide / príomhoide tanaisteach sula bhfágann siad an scoil chun malairt socrúithe a dhéanamh. Níl cead ag múinteoir leigheas a dháileadh gan iad a bheith údaraithe ag an mBord Bainistíochta.

Tabharfaidh múinteoir agus é/í ag daileadh leighis an cúram céanna do pháiste agus a thabharfadh tuiste réasúnta ciallmhar.

Ba chóir an leigheas a stóráil i gcófra/ gcaibinéid a bhfuil glas air, nach mbeadh teacht go héasca ag páistí air. Ba chóir treoracha faoin tslí gur chóir an leigheas a stóráil a chur in iúl i scríbhinn don Bhord Bainistíochta.

Bíonn sé tábhachtach go mbíonn leigheas áirithe mar shampla ‘inhalers’ le haghaidh Asma, ar fáil go héasca i rith an lae do pháiste. Tá an tuiste/caomhnóir freagrach chun féachaint chuige go bhfuil dóthain den leigheas cuí ar fáil agus nach bhfuil sé imithe as dáta. Ní mór dóibh leigheas atá imithe as dáta a thógaint abhaile leo chun fáil réidh leis i slí sábháilte.

Sa chás go dtugann an Bord Bainistíochta cead leigheas a dháileadh ba chóir don tuiste/caomhnóir am méid is lú gur gá a thabhairt ar scoil agus ainm an pháiste agus na treoracha scríofa a bheith in éineacht leis.

Coimeádfar cuntas ar scoil den dáta/am gur tugadh an leigheas. Is faoin tuiste cóip de seo a lorg ar an scoil.

Má dháileann duine údaraithe leigheas ar pháiste cuirfear na tuistí/caomhnóirí ar an eolas faoi trí ghlaoch teileafóin a dhéanamh agus /nó nóta a scríobh.

Ní féidir iachall a chur ar mhúinteoir leigheas a dháileadh ar pháiste.

I gcás éigeandála cuirfear fios ar chabhair proifisiúnta a luaithe agus is féidir. Caithfidh tuistí/caomhnóirí slánaíocht a thabhairt don Bhord Bainistíochta / do bhaill foirne údaraithe maidir le haon dliteanas a thiocfadh as leigheas a dháileadh ar scoil.

Tá an fhreagracht at tuiste/chaomhnóir aon athrú i gcógas leighis an pháiste a chur in iúl laithreach bonn i scríbhinn don Bhord Bainistíochta agus athrú / cead nua a lorg orthu.

Tá an fhreagracht ar an tuiste/ar an gcaomhnóir a chur in iúl laithreach bonn i scríbhinn don Bhord muna bhfuil gá leigheas a dháileadh a thuilleadh nó má tá a gcead á tharrac siar acu.

Administrations of Medicine Policy

While the BOM has a duty to safeguard the health and safety of the pupils while they are engaged in authorised school activities, this does not imply a duty upon teachers to personally undertake the administrations of medicines

AIM OF POLICY

To ensure that the needs of the pupils who require the administration of essential prescribed medications during the school day are met, in line with best practice.

To protect staff by ensuring that any involvement in medication administration complies with best practice guidelines.

Parents must ensure that teachers be made aware in writing of any medical condition suffered by any children in their class. This information should be clearly recorded on the enrolment/ admissions acceptance form which parents' guardians complete each September (or as soon as they become aware that their child has developed a **medical condition**) and which are returned to the school and retained on each individual pupil's file. If parents fail to complete this medical information it will be assumed that there are no medical issues.

In the first instance the BOM has decided that medicines will only be administered in emergency situations.

Where possible the family doctor should arrange for the administration of prescribed medicines outside school hours.

If having sought doctor's advice it is not possible to rearrange the taking of medicine outside school hours the parent/guardians should write to authorise the BOM to authorise a member of staff to administer medicine in the school.

The medicine should be self administered where possible under the supervision of an authorised adult. If the child cannot self administer it is the responsibility of the parent/ guardian to ensure that the correct dosage is provided.

Non – prescription medicines will neither be stored nor administered to pupils in school.

It is recommended that Pupils suffering from allergies should wear a medi – alert bracelet. No teacher can be required to administer medicine to a pupil.

The BOM cannot require staff to administer medication. However the BOM will request appropriate Staff to volunteer, authorise them to administer medication and arrange training if required. The BOM reserve the right, after due consideration to refuse the request to administer medication. The letter requesting administration of medication should be accompanied by the written consent and indemnity of the parents/ guardians.

A teacher cannot administer medical without the specific authorisation of the board.

Prescribed medicines cannot be administered without the written consent of the parents and the specific authorisation of the Board.

EMERGENCY SITUATIONS

Prescribed medicines will not be administered in school without the written consent and indemnity of the parents/guardians and the specific authorisation of the BOM.

PROCEDURE

The parents/ guardians of the pupil concerned should write to the BOM requesting that the BOM authorise a member of the teaching staff to administer the medicine.

Where a pupil is on regular medication it is the responsibility of the parent to make a new request to the BOM at the beginning of each school year.

In order for the BOM to consider such a request the following details must be submitted by the parent/ guardian to the BOM :-

1. Child's full names and address
2. Name address and contact details for the parents/ guardians
3. The child's medical practitioner name and contact details
4. The applicable medical condition
5. The name of the medication to be administered
6. The dosage of the medication to be administered
7. Directions on how medication is to be administered- **child's GP / Nurse to visit the school to give directions**
8. The exact dosage and time of administration
9. How the medicine should be stored
10. Circumstances in which medications are to be administered by the authorised member of staff
11. Declaration of consent
12. Indemnity for BOM and authorised staff member
13. Signature of parent/ guardian

(Where a child is suffering from a life threatening condition parents should outline clearly in writing what can and can't be done in a particular emergency situation with particular reference to what may be a risk to a child)

The BOM having considered the matter, may authorise a particular teacher to administer the medicine to a pupil. If not the parents will be required to make suitable alternative arrangements.

The BOM reserves the right to request written confirmation of medical advice from the pupil's doctor, including confirmation of the medication dose and circumstances when it should be given.

If the teacher is so authorised she/he should be properly instructed by the BOM.

In the event that the authorised teacher being absent the parent/ guardian should not leave the school without speaking to the Principal / deputy principal so as to make alternate arrangements

It is the parent/ guardian's responsibility to check on a daily basis whether the authorised staff member is present

A teacher should not administer medical without the specific authorisation of the board

In administering medication to pupils teachers should exercise the standard of care expected from a reasonable and prudent parent.

The medicine should not be kept by the pupil but in a locked cupboard out of reach of pupils. Details of how a medicine should be stored should be notified in writing to the BOM .

Certain medicines such as inhalers used by asthmatic children, auto injectors etc. must be readily accessible at all times of the school day. It is the responsibility of the Parents/Guardians to ensure that an adequate supply of medication is in stock and that the medication is not past its expiry date . In the event that medication passes its expiry date without being used, the parent's / guardians will take responsibility for its safe disposal

Where permission has been given by the BOM for the administration of medicine the smallest possible dose should be brought to school by the parent / guardian, with clear written instructions for administration and identifying the pupil thereon.

A written record of the date and time of each administration must be kept. It is the parents/ guardian's responsibility to request a copy of that record.

When medication is administered by an authorised staff member parents/ guardians will be notified by telephone and /or by letter.

No teacher can be required to administer medicine to a pupil.

In emergency situation qualified medical assistance will be secured at the earliest opportunity.

Parents are required to indemnify the BOM and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicine in school.

Changes in prescribed medicines and / 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. **It is the responsibility of the parents to notify the BOM in writing of the change in medication/ dosage and request an amendment / new authorisation of the BOM.**

It is the responsibility of the Parents/ Guardians to notify the BOM in writing if the requirement for medication has ended or if consent is being withdrawn.

The Policy will be reviewed as and when required

Policy was ratified in October 2016 and will be reviewed when necessary.

Síniú: Cathal Mac Cearáin (Cathaoirleach)

Conradh Slánaíochta/Indemnity

Conradh Slánaíochta / Indemnity made on the: (dáta) _____

IDIR (BETWEEN)

(Ainm) _____ **/ (Ainm)** _____

Tuismitheoirí / Caomhnóirí (*lawful parents / legal guardians, hereinafter called “the parents/guardians) of*

Ainm an pháiste (*child’s name*) _____

Seoladh (*address*) _____

Uimhreacha fóin (*phone numbers*) _____

AGUS (AND)

An Bord Bainistíochta (*Board of Management, thereinafter called “The Board”*)

Gaelscoil an Bhradáin Feasa

Bóthar an Mhuilinn, Droichead Átha

Co. na Mí

WHEREAS:

1. The parents/guardians are respectfully the lawful father and mother/guardians of
_____ a pupil of the above school.
2. The pupil suffers on an on-going basis from the condition known as:

3. The pupil while attending said school, may require, in emergency circumstances, the administration of
Medication: _____
Dosage: _____
Frequency: _____
Where the medication is to be stored: _____

Directions on how the medication should be administered:

4. The parents/guardians have agreed that the said medication may, in emergency circumstances, be administered by the staff (mentioned below) of the said school as may be designated from time to time by the Board.

Print Name

Signature

The parents/ guardians acknowledge and agree that they have read and accepted the school's policy with respect to the Administration of medication in emergency situations.

The Parents/Guardians hereby confirm that they have provided the school with all information required by them pursuant to the said policy.

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

- In consideration of the Board entering into the Agreement, the parents/guardians, as the lawful father and mother/guardians 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 (**Príomhoide**) of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

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 the **Príomhoide** (Principal):

SIGNED AND SEALED by a nominated representative of the Bord Bainistíochta:
