

**First Aid, Administration of  
Medicines & Intimate Care  
Policy and Procedure**

**St. Joseph's NS,  
Kilcock**

**May, 2021**

# First Aid, Administration of Medicines & Intimate Care Policy and Procedure

## Purpose

*This policy sets out how we at Saint Joseph's to deliver First Aid, Medicines and assist with Intimate Care needs, and the roles and responsibilities of all Staff in their administration. The purpose of First Aid is to ensure that any immediate danger and discomfort is alleviated. Any First Aid rendered by the School is intended to be of a temporary nature and to be the minimum level of care. Any further diagnosis or extended care should be passed on to medical professionals. Injuries should be fully examined by Parents/Guardians when children arrive home. This policy aims to ensure that everyone concerned with First Aid, whether practitioner or recipient is kept safe.<sup>1</sup>*

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 or basic First Aid
- 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
- Fulfil 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

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<sup>1</sup> Chapter 2 of Part 7 of the General Application Regulations 2007 sets out the first-aid requirements for workplaces. "Employers have a duty to provide first-aid equipment at all places of work where working conditions require it. Depending on the size or specific hazard (or both) of the place of work, trained occupational first-aiders must also be provided. Apart from some exceptions, first-aid rooms must be provided where appropriate. Information must also be provided to employees as regards the first-aid facilities and arrangements in place".

parents/guardians, First Aid may be administered, and assistance is provided with intimate care needs, as required, by an SNA.

### **Awareness of Medical Needs**

- On our School's Enrolment Form, Parents are requested to inform the school of any medical condition or allergy from which their child may suffer.
- Relevant information is retained in the office and by the Class Teacher.
- It is the Parent's responsibility to notify the School of any changes in existing medical conditions.
- At the end of each academic year class teachers will pass on relevant medical information regarding children in the handover of classes for the new academic year.
- Any medical conditions or allergies will be added to the child's profile on Aladdin and it is the responsibility of the Teacher to familiarise themselves with the condition, the action to be taken if required and the location of inhalers, epi-pens, medication, etc.
- Any changes or additions to a child's medical condition must be given to the School Secretary and passed onto Teacher as soon as they are known. This is especially important when children with medical conditions join the school within the academic year.
- At the first Staff Meeting in August, the Staff's attention will be drawn towards any children with medical conditions and a reminder will be posted on Aladdin.
- A file containing all Class Lists in the school and medical conditions relating to particular children will be held by the Principal and made available to Substitute teachers.
- Children with a serious medical condition (such as allergies requiring epi-pen administration) will have their photographs displayed in the staff room, so that staff can become familiar with them (and also displayed on the box/es containing their medication)

### **In –School Procedures for Administration of Medicines:**

Parents are required to complete a Health/Medication section on the Enrolment Form when enrolling their child in the school. 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.

- 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. No medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the 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.

### **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 / Emergencies (See appendix 3)**

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 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.
- 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 if not the parent.
- 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.
- It is not recommended that children keep medication in bags, coats, etc.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

## **The following guidelines are in place with regard to pupils with a Nut Allergy**

1. Saint Joseph's NS is a nut free school.
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

## **In the event the pupil comes in contact with peanuts**

1. Alert the First Aider and Ger Gibbons (SNA on the main yard). It is important that the pupil be kept calm to allow them to breathe calmly as they will experience discomfort and sensation of his/her throat swelling. If possible the child needs to drink as much water as possible. These steps should allow him to recover fully.
2. Only in the event of **anaphylactic shock should the pen be administered**. Pens are stored in teachers' filing cabinets during class time and retained by Ger Gibbons (SNA) in a box during break times. Before or immediately after Pen has been administered, **an ambulance must be called**.

**Indicators of shock include:** Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

**School Doctor: DR. COURTNEY, Kilcock, Co. Kildare**

**Contact Number: 01 – 6287270**

#### **Emergencies:**

In the event of an emergency, teachers should do no more than he/she feels 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, **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.

### **Illness at School**

- If a child is taken ill whilst in the classroom, the Teacher will assess the condition of the child and if they feel that the child needs to go home they will arrange for Parents (or other contact as prioritised by the parent on the data collection sheet) to be contacted.
- If a Parent cannot be contacted, a voice mail message will be left.
- In the event of not being able to contact a parent, an ambulance will be called, if necessary.
- Parents will indemnify the school on the standard form.
- Allianz will be informed of completed medical indemnity forms.

### **First Aid**

- If a child suffers an injury, it will be initially assessed by the adult nearest to the child.
- All adults will be expected to deal with all instances of minor first aid.
- Disposable surgical gloves must be worn at all times.
- A minor cut will be cleaned by a cotton pad and water or an antiseptic wipe as required.
- Hypoallergenic plasters to be used where bleeding hasn't stopped from applying pressure with cotton pad and to keep the wound clean from infection.
- An ice-pack or cold object will be applied in the event of a head bump.
- In the event of an emergency, if any adult in school is concerned for the health and safety of the child following an injury, they must call 999/112.
- Children will only be taken to hospital by ambulance or directly by their Parents. Staff will not transport children to hospital in their cars.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined above.
- After School Clubs will follow the same First Aid procedures.

### **First Aid Boxes**

#### **Location**

Below are the First Aid Boxes held on the premises and their locations:

- Staffroom – Large First Aid Box and School Trip First Aid Boxes., small minor injuries first aid box, eyewash station.
- Large First Aid Box (kept in the staff room)
- Each classroom has a minor injuries first aid kit.

### **Contents of Larger First Aid Boxes**

- Dressings (non-adherent dressing, sterile gauze pads)
- Disposable Gloves
- Cotton Pads
- Antiseptic wipes
- Adherent tape
- Hypoallergenic plasters
- Bandages
- Portable ice-packs (stored in the small white fridge in Staffroom) for on-site use and Instant Ice Packs for off-site use, sporting events etc.
- Scissors
- A burns pack

### **Contents of Minor Injuries First Aid Box**

- Gloves
- Plasters
- Cotton Pads
- Antiseptic wipes

### **Informing Parents and Logging Injuries**

- Parents will be informed of injuries through note in Homework Journal / email / follow up phone call.
- Where the child is very distressed or the injury is significant, Parents will be informed by phone, usually by the School Secretary.
- It is the responsibility of the attending adult to decide what is a “significant injury.” They will make a common-sense judgement as any responsible Parent would, and take into account the specific needs of the child concerned.
- It is the responsibility of the person who dealt with the injury to gather the facts about how the injury occurred from witnesses, so that they may pass on accurate details to the Parent.
- When informing Parents by phone, Emergency Contact 1 should be phoned first and a voice message left if it is not possible to speak directly. If the Secretary has not been able to speak directly to Emergency Contact 1, then Emergency Contact 2 should be contacted and a voice message left if necessary. If no contact is made an ambulance is called.
- Injuries must be recorded in our First Aid Incident Book, located in the School Office.



## **Provision for First Aid**

- First Aid kits must be carried by the Teacher/supervising adult whenever they take children off site.
- All of the medical supplies will be monitored and replenished as necessary. All Staff are responsible for alerting the First Aid Responder if they become aware that a particular First Aid Kit requires re-supplying.

## **Dealing with Common Illnesses and Infections**

- Any child who suffers from diarrhoea or vomiting during the school day will be required to be collected and taken home.
- Any child who has suffered from diarrhoea or vomiting must not return to school until they have been completely clear of symptoms for 24 hours. It is the responsibility of the Parent to ensure that the health and safety of everyone at school is considered when deciding when to return their child to school.
- If a child is found to have live headlice, their Parents will be informed by the school office. All of the other children in that class will be given a standard letter from the HSE 'Infection in Schools' manual to take home, asking their Parents to inspect their heads and to treat any infestation accordingly.
- The Parents of any child suspected of having a highly infectious condition will be contacted. If the infection is severe, they will be asked to collect the child. If it is minor, they will be asked to seek advice about treatment from their GP.
- Parents can seek advice from the HSE about other common illnesses and infections. Staff will refer to the 'Infection in Schools' manual kept in the Principal's Office.

## **Intimate Care**

*Intimate Care is the attending to the needs of children who have wet or soiled themselves either by accident or due to medical or developmental reasons.*

- In instances of soiling, the Parent or Carer should be asked to come to the school and will therefore be able to attend to any of the intimate needs of the child. However, if the Parent or Carer is not able to attend, then the following guidance should be followed.
- Only a Staff Member to supervise or carry out intimate care.
- Staff must ensure that another colleague is aware that a child's intimate care needs is being supported.
- In line with the School's Child Protection policy Staff should aim to remain potentially visible to colleagues, whilst providing privacy for the child, for example, keep the door slightly ajar.
- Talk to the child throughout, making clear what is happening. If necessary, a second adult can be summoned.
- The child should be involved as much as possible in his or her own intimate care.

- All classrooms have designated toilets. Other pupils may be directed to use alternative toilets while the intimate care needs of one child are attended to (in order to protect their privacy).
- Protective gloves must be worn. A supply of wet wipes and nappy sacks (for containing soiled clothing) will be kept in the Junior Classrooms.
- Care should be taken to dispose of any soiled wipes, bagged and disposed directly into the main outside bin.
- Soiled clothing should be placed in a nappy sack /plastic bag and tied firmly for returning to Parents. Spare clothing stored in the Junior Infant classrooms will be made available for children to change into if necessary.
- Every child must be treated with dignity and respect. Privacy should be ensured appropriate to the child's age and situation.
- Allow the child to be as independent as possible, in particular with removing underwear. Support the children in doing all that they can for themselves.
- Sanitary Pads and clean underwear will be available to the Senior Classes.
- If a member of staff has concerns about managing personal or intimate care then they should make these known to the Principal

#### **Spillages of a delicate nature**

- Spillages of a delicate nature should be treated with 'Sanisorb' or similar cleaning product.
- If necessary and practical, the area should be cordoned off or vacated until it can be cleaned.

#### **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, Ann McQuillan, is the day-to-day manager of routines contained in the policy with the assistance of all staff members.

#### **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 May 2021. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than June 2023.*

**Appendix 1: Medical Condition and Administration of Prescription Medicines**

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Emergency Contacts**

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Child's Doctor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

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

**Storage details:**

\_\_\_\_\_

**Dosage required:**

\_\_\_\_\_

Is the child to be responsible for taking the prescription him/herself?

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What Action is required:

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I/We request that the 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 child.

I/We understand that **the school has no facilities for the safe storage of prescription medicines** and that the prescribed amounts be **brought in daily**.

I/We understand that **we must inform the school/Teacher of any changes** of medicine/dose **in writing** and that we must inform the Teacher each year of the prescription/medical condition.

I/We understand that **no school personnel have any medical training** and **we indemnify the Board** from any liability that may arise from the administration of the medication.

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

\_\_\_\_\_ Parent/Guardian. Date: \_\_\_\_\_

**Appendix 2: Allergy Details**

**Type of Allergy:** \_\_\_\_\_

**Reaction Level:** \_\_\_\_\_

**Medication:** \_\_\_\_\_

**Storage details:** \_\_\_\_\_

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

**Administration Procedure (When, Why, How)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_

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

**Parent/Guardian**

## Appendix 3: Emergency Procedures

In the event of \_\_\_\_\_ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Symptoms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedures for school to follow:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*To include: Dial 999 and call emergency services.*

*Contact Parents*

**Appendix 4: Record of administration of Medicines**

**Pupil's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

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

**Medication:** \_\_\_\_\_

**Dosage Administered:** \_\_\_\_\_

**Administration Details**

**When?**

**Why?**

**How?**

**Any further details?**

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**Signed:** \_\_\_\_\_

**Position in the school:** \_\_\_\_\_.

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