Polasaí Dáileadh Leighis

Gaelscoil na gCeithre Maol

Aidhm an Pholasaí

- Chun freastal ar riachtanais na ndaltaí, a mbíonn gá acu le cógas leighis údaraithe 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.
- An scoil a chosaint ar dhlíthíocht fhéideartha.

Ní mór do thuismitheoirí a chinntiú go gcuireann siad múinteoirí ar an eolas <u>i scríbhinn</u> maidir le haon fhadhb sláinte a fhulaingíonn a bpáiste. Ba cheart an t-eolas seo a thabhairt don scoil agus an páiste á c(h)lárú, nó a luaithe a thagann fadhb leighis chun cinn ina dhiaidh sin. Coimeádfar na foirmeacha seo i gcomhad an pháiste. **<u>Muna gcuirtear aon eolas ar fáil don scoil glacfar leis nach bhfuil aon fhadhb sláinte ag páiste.</u>**
Cé go bhfuil dualgas ar an mBord Bainistíochta maidir le Sláinte agus Sábháilteacht na bpáistí 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. Níl sé ceadaithe d'aon bhall foirne leigheas a dháileadh gan údarás an Bhoird Bhainistíochta. Ní féidir iachall a chur ar bhall foirne leigheas a dháileadh ar pháiste.

Ní choimeádfar agus ní dháilfear aon chógas leighis neamhúdaraithe ar scoil agus níl cead ag páistí iad a bheith ina seilbh ar scoil, ach an oiread. Ba chóir don dochtúir teaghlaigh am dáileadh leighis údaraithe a shocrú d'am lasmuigh d'uaireannta a chloig scoile, más féidir in aon chor é. Munar féidir leis an dochtúir am dáileadh leighis a bheith lasmuigh d'am scoile cuirfear fáilte roimh thuismitheoir/chaomhnóir, nó roimh duine ainmnithe acu, teacht chun na scoile chun an leigheas a dháileadh.

Ní stóráilfear nó ní dháilfear cógas leighis údaraithe sa scoil, ach amháin do dhaltaí a bhfuil riochtaí sláinte ainsealacha acu, <u>a d'fhéadfadh a mbeatha a chur i mbaol</u>. **<u>Dáilfear leigheas i gcás éigeandála, má tá socruithe cuí déanta i scríbhinn roimh ré idir na tuismitheoirí / caomhnóirí agus an Bord Bainistíochta agus go bhfuil ba(i)ll foirne ceaptha chun an leigheas a dháileadh / monatóireacht a dhéanamh ar fhéindháileadh leighis an pháiste.</u>**

Nósanna Imeachta Scoile

Caithfidh tuismitheoirí foirm Sláinte/Cógas a chomhlánú agus a bpáiste/páistí á gclárú ar scoil. Níl dualgas ar aon mhúinteoir cógas nó drugaí a thabhairt do dhalta, Ach má tá múinteoir sásta é sin a dhéanamh (faoi na treoirlínte atá leagtha amach) is féidir leis/léi é a dhéanamh.

<u>CÁSANNA ÉIGEANDÁLA:</u>

Nuair atá riocht sláinte ainsealach ag páiste, a d'fhéadfadh a b(h)eatha a chur i mbaol, caithfidh na tuistí/caomhnóirí cead an Bhoird Bhainistíochta a lorg ar dtús agus treoracha scríofa soiléire i gcás éigeandála a chur ar fáil, maidir le cad is féidir / nach féidir a dhéanamh, go háirithe maidir le haon ní a bheadh baolach don pháiste. Caithfidh tuistí/caomhnóirí slánaíocht a thabhairt don Bhord Bainistíochta / do bhaill foirne ceaptha maidir le haon dliteanas a thiocfadh as leigheas a dháileadh ar scoil. **I gcás éigeandála cuirfear fios ar chabhair phroifisiúnta / ar thuismitheoir/chaomhnóir a luaithe agus is féidir.**

Fadhbanna Sláinte Fadtéarmacha

Sa chás go bhfuil paiste(í) le fadhbanna sláinte fadtéarmacha ar scoil, ní mór socruithe cuí agus soiléire a dhéanamh leis an mBord Bainistíochta maidir le cógas a thabhairt. Is ar na tuismitheoirí/caomhnóirí

atá an fhreagracht seo. Chuimseodh sé bearta ar nós féinriarachán, riarachán faoi mhaoirseacht tuismitheoirí nó riarachán ag baill foireann na scoile.Long Term Health Problems

AN PRÓISEAS CEADA:

Scríobhann na tuistí / caomhnóirí chuig an mBord Bainistíochta ag lorg go dtabharfadh an Bord Bainistíochta an t-udarás do bha(i)ll foirne an cógas leighis a dháileadh / monatóireacht a dhéanamh ar fháindháileadh leighis an pháiste. Chun go mbeidh an Bord Bainistíochta ábalta an t-iarratas a scrúdú i gceart, ní mór do na tuistí/caomhnóirí na nithe seo a leanas a bheith curtha ar fáil i scríbhinn ina n-iarratas:

1. Ainm agus seoladh an pháiste

2. Ainm, seoladh agus uimhreacha teagmhála na dtuistí/gcaomhnóirí
3. Ainm agus uimhreacha teagmhála an dochtúra teaghlaigh
4. Ainm an Riochta Sláinte
5. Ainm an Chógais Leighis
6. Treoracha maidir le stóráil an leighis. m.sh. i gcaibinéid sa seomra ranga a bhfuil glas air, san oifig nó i gcuisneoir sa seomra foirne etc.
7. Na cúinsí inar chóir an cógas leighis a thabhairt
8. An méid leighis gur gá a dháileadh
9. Treoracha faoin tslí gur chóir é a dháileadh – (**ba chóir go léireofaí an modh cuí d'fhoireann na scoile.)**
10. Dearbhú ceada
11. Litir slánaíochta don Bhord Bainistíochta agus do na baill foirne atá ceaptha.
12. Síniú an Tuiste/Chaomhnóra

Tá sé de cheart ag an mBord Bainistíochta comhairle leighis scríofa a lorg ar dhochtúir an pháiste, m.sh. dearbhú ó thaobh an méid leighis a thabharfaí agus na cúinsí ina dtabharfaí é. Tar éis don Bhord Bainistíochta plé a dhéanamh ar an gcás, is féidir leo an t-údarás a thabhairt do bhaill den fhoireann an leigheas a dháileadh / maoirseacht a dhéanamh ar fhéindháileadh an pháiste 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/gcaomhnóir socruithe eile a dhéanamh.

Ball foirne:

Sa chás go dtugann an Bord Bainistíochta an t-udarás do bhall foirne cógas leighis a dháileadh tabharfar treoracha cuí dó/di. Tabharfaidh an ball foirne agus é/í ag dáileadh leighis an cúram céanna do pháiste agus a thabharfadh tuiste réasúnta ciallmhar. Má dháileann ball foirne ceaptha leigheas ar pháiste cuirfear na tuistí/caomhnóirí ar an eolas faoi trí ghlaoch teileafóin a dhéanamh *agus / nó* nóta a scríobh. Coimeádfar cúntas ar scoil den dáta/am gur tugadh an leigheas. Is faoin tuiste cóip de seo a lorg ar an scoil.

Bíonn sé tábhachtach uaireannta go mbíonn leigheas mar shampla *'análóirí' le haghaidh **Asma,** ar fáil go héasca i rith an lae do pháiste. **Dá bhrí sin beidh páistí in ann ANÁLÓIR a stóráil ina mála féin, ar choinníol go bhfuil socrú i scríbhinn déanta roimh ré ag tuistí/caomhnóirí chuige seo, agus go bhfuil ainm an dalta scríofa air. Tabharfaidh na páistí an leigheas seo dó/di féin (más féidir), faoi mhaoirseacht an duine fhásta.**

Tuismitheoirí/Caomhnóirí

- Sa chás go dtugann an Bord Bainistíochta cead leigheas a dháileadh tá an fhreagracht ar thuiste/chaomhnóir an méid is lú gur gá a thabhairt ar scoil agus ainm an pháiste agus na treoracha scríofa a bheith in éineacht leis.

- Tá an fhreagracht ar thuiste/chaomhnóir aon athrú i gcógas leighis an pháiste a chur in iúl láithreach bonn i scríbhinn don Bhord Bainistíochta agus athrú ~~/ cead a lorg orthu in athuair.~~
- Tá an fhreagracht ar thuiste/chaomhnóir 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 go sábháilte.

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

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

Rinneadh athbhreithniú ar an mbeartas seo i gcomhairle le tuismitheoirí agus leis an bhfoireann agus daingníodh é ag an mBord Bainistíochta ar an ____________
Sínithe: ________________________________ Dáta: _______________
Cathaoirleach an Bhoird Bainistíochta

AGUISÍN 1

Iarratas ar Riarachán Cógais - Faisnéis & Toiliú

AGUISÍN 2

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

Administrations of Medicine Policy

Gaelscoil na gCeithre Maol

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.
- To protect the school against possible litigation.

Parents must ensure that teachers are made aware in writing of any medical condition suffered by their child. This information should be clearly recorded on the enrolment/ acceptance form, or as soon as they become aware, thereafter, that their child has developed a medical condition. Forms will be retained on each individual pupil's file**. If parents fail to provide medical information to the school it will be assumed that there are no medical issues.**

While the Board of Management (BOM) has a duty to safeguard the health and safety of the pupils, while they are engaged in authorized school activities, this does not imply a duty upon teachers to personally undertake the administrations of medicines. A teacher should not administer medicine without the specific authorization of the BOM. No teacher can be obliged to administer medicine to a pupil.

Non–prescription medicines will neither be stored nor administered to pupils in school and pupils are not allowed to have them in their possession in school. 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 then the parent/guardian, or an adult appointed by them, is welcome to come to school to administer the medicine.
Prescribed medicines will only be stored, where a pupil has a chronic medical condition or life threatening condition that could put his/her life in danger**. The medicine will be administered in emergency situations, if there is a written agreement in place between the BOM and the parent/guardian concerned, and a member / members of staff has / have been authorized by the BOM to administer the medicine / to observe the pupil self-administer the medicine.**

In –School Procedures:

Parents are required to complete a Health/Medication form when enrolling their child/ren 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.

EMERGENCY SITUATIONS

If a child suffers from a chronic medical condition that could endanger his/her life the parent/guardian should write and request the BOM to authorize a member / members of staff to administer prescribed medicine in an emergency situation. Parents/Guardians 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**.** Prescribed medicines will not be administered in school without the written consent of the parents/guardians and their indemnity of the BOM and school staff. **In emergency situation qualified medical assistance will be secured at the earliest opportunity and parents / guardians will be contacted, as soon as possible.**

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.

Process to request Administration of Medicine:

The parents/ guardians of the pupil concerned should write to the BOM requesting that the BOM authorizes (a) member(s) of the teaching staff to administer the medicine / observe the child self-administer the medication. 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 name and address
2. Name, address and contact details for the parents/ guardians
3. The child's medical practitioner's name and contact details
4. The applicable medical condition
5. The name of the medication to be administered
6. How the medicine should be stored e.g. in a locked press / cabinet/ or fridge in the staff room
7. Circumstances in which medications are to be administered by the authorized member of staff
8. The exact dosage of the medication to be administered
9. Directions on how medication is to be administered- **the staff should be shown the correct way to administer this medicine**
10. Declaration of consent
11. Indemnity for BOM and authorized staff member(s)
12. Signature of parent/ guardian

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. <u>The BOM, having considered the parents' /guardians' request, may authorize (a) member(s) of staff to administer the medicine to a pupil or they may refuse the parents'/guardians' request. If the request is refused then parents / guardians will be required to make suitable alternative arrangements.</u>

School Staff:

If a teacher is authorized to administer medicine then he/she should be properly instructed. In administering medication to pupils, teachers should exercise the standard of care expected from a reasonable and prudent parent. When medication is administered by an authorized member of staff the parents / guardians will be notified of this by telephone *and /or* by letter. A written record of the date and time of each administration must be kept and the parents/ guardians may request a copy of this record.

Certain medicines, however, such as *inhalers* used by asthmatic children, must be readily accessible at all times of the school day. **Children will be permitted to store <u>inhalers</u> themselves, provided a written agreement is in place between the BOM and the parents / guardians concerned and the child's name is written on the inhaler.** If at all possible, the inhaler should be self-administered, under the supervision of the authorized adult.

Parents /Guardians:

- 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, <u>with clear written instructions for administration and identifying the pupil thereon.</u>

- It is the responsibility of the parents to notify the BOM in writing of any changes in the prescribed medicines /dosage / storage. Clear written instructions of the procedure to be followed in storing and administering the new medication must be provided and they must request an amendment / new authorization of the BOM.
- 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 parents / guardians will take responsibility for its safe disposal.
- 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.
- It is the responsibility of the parent to make a new request to the BOM at the beginning of each school year, where a pupil is on regular medication.

This Policy was ratified on the ------- and will be reviewed when necessary.

Sínithe: ____ (Cathaoirleach)

AGUISÍN 1

Iarratas ar Riarachán Cógais - Faisnéis & Toiliú/ Request for Administration of Medication –Information & Consent

Ainm an Pháiste: ___________________________________ **Dáta Breithe:**_____________
Child's name Date of birth

Ainm an Leigheas: ___________________________**Dáileog**:______________________________
Name of medication Dosage

Faoi chén cúinsí go mba chóir an leigheas a thabhairt/ Under what circumstances medication should be given:

____

____

Coinníoll a bhfuil gá don leigheas/ Condition for which medication required:

____

Aon leigheas eile atá á dtógáil/ Any other medication being taken:
____

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

My child can/cannot self administer these medications Yes ☐ ☐

Ainm GP: ____________________________________**Uimhir Fón:** _____________ ____
GP Name Phone number
1ú Teagmháil Éigeandála:_______________________**Uimhir Fón:** ____________________
1st emergency contact Phone no.
2ú Teagmháil Éigeandála_______________________ **Uimhir Fón:**_________________
2nd emergency contact
Phone No.
Tuigim cead do bhaill foirne sa scoil riaradh / maoirseacht a dhéanamh ar dháileadh de
I consent for staff members in the school to administer/supervise the administration of __, to my child in
________________________**, i ndáileog de** _____________**, le mo pháiste faoi na cúinsí thuasluaite.**
In the circumstances outlined above.

Tuigim go roinnfear an fhaisnéis 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.

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

Ainm a Phrionteáil/Print Name: ____

Sínithe/Signed ___________________________________ **Dáta**/Date______________________

AGUISÍN 2

Riaradh Cógais i Scoileanna – Slánaíocht/Administration of Medicines - Indemnity

RINNEADH AN SLÁNAÍOCHT SEO AR AN ______________________ idir ____ (athair/ máthair dleathach/caomhnóir) ________________________ dá ngairtear 'na tuismitheoirí' anseo feasta do AON CHUID agus ar a dtugtar ar son agus thar ceann an Bhoird Bhainistíochta Gaelscoil na gCeithre Maol atá suite i mBéal an Átha, i gContae Mhaigh Eo (dá ngairtear 'an bord' anseo feasta) den CHUID EILE.

THIS INDEMNITY made ______________ between ______________________________ (legal father/mother/guardian) of ____________________________ (hereinafter called parent/guardian of the One Part AND for and on behalf of the Board of Management of Gaelscoil na gCeithre Maol situated in Ballina, Co. mayo (hereinafter called 'the Board') of the Other Part.

De bharr an méid seo a leanas/Whereas:

Is iad na tuismitheoirí an t-athair agus máthair dleathach faoi seach ___________________________ dalta den scoil thuas The parent/guardian are respectively the lawful parent/guardian of __________ a pupil of the above school.

Tá an dalta ag fulaingt ar bhonn leanúnach ón riocht ar a dtugtar ___________________________
The pupil suffers on an ongoing basis from the condition known as ____________________

Féadfaidh an dalta, agus iad ag freastal ar an scoil seo, a cheangal ar chúinsí éigeandála, riarachán cógais. The pupil may, while attending the said school, require in emergency circumstances, the administration of medication.

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.
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.

ANOIS AONTAÍTEAR LEIS SEO le na tuismitheoirí agus idir na tuismitheoirí é seo a leanúint:
NOW IT IS HEREBY AGREED by and between the parents hereto as follows:
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. 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.

Sínithe/Signed:____ (Tuiste/Caomhnóir/ Parent/Guardian**)**

Signed by the Parents in the presence of: _________________________________ (baill BB/ Bord Representative