



**Polasaí um Dháileadh Leighis  
Administration of Medicine Policy**

**Scoil na bhForbacha  
17668G**

## Polasaí um Dháileadh Leighis

Déantar an beartas seo a chur le chéile de réir na dtreoirlínte 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 Scoil na bhForbacha ar thuismitheoirí a chinntiú go gcuirtear baill foirne aran eolas i scríbhinn faoi aon riocht leighis a fhulangaíonn a bpáiste. Ba chóir an fhaisnéis seo a sholáthar nuair atá an páiste á chlárú nó ma fhorbraíonn aon choinníollacha leighis níos déanaí. Tagraíonn leigheas sa pholasaí seo do chógais, 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 chuig 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.
- Ní féidir leis an mBord Bainistíochta iachall a chur ar aon bhall foirne leigheas a dháileadh. Iarrfaidh an Bord Bainistíochta ar bhaill 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 cúí 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/chaomhnór maidir le leigheas a dháileadh a dhiúltú.
- 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 údaráithe.
- Ba chóir go seolfadh an thuismitheoir/caomhnóir, i scríbhinn, iarratas go dtí an Bord Bainistíochta ag lorg baill foirne a bheith údaráithe chun an cógas a thabhairt, nó chun monatóireacht a dhéanamh ar fhéin-ghlacadh an chógais más cuí. (féach Aguisín 1)
- Tá sé mar riachtanas ar thuismitheoirí a thabhairt don Bhord i scríbhinn:
    1. Sonraí an pháiste (Ainm, seoladh, dáta breithe, uimhir PSP srl.),
    2. Litir dochtúra ag deimhniú cad lena fulaingíonn an páiste,
    3. Ainm an Chógais,
    4. Dáileog ordaithe,
    5. Cúinsí ginearálta nuair is gá an cógas a riaradh,
    6. Nósanna imeachta chun an cógas a riaradh,
    7. Nósanna imeachta chun an cógas a stóráil,
    8. Dáta ídithe an chógais & nósanna imeachta bailiú/fáil réidh leis.

Tá freagracht ar thuismitheoirí/chaomhnóirí a chinntiú:

- go dtagann an cógas chuig na scoile, agus go dtugtar an cógas don mhúinteoir,
- go bhfuil a dhóthain cógais ar fáil,
- go dtugtar abhaile mála ina bhfuil an cógas ag deireadh an lae,

Sa chás gur gá don chógais taisteal leis an bpáiste,

- go gcuirfear athruithe sa chógais ar oideas dochtúra (nó méid dáileoige) in iúl, i scríbhinn, láithreach don scoil le treoir soiléir nua i scríbhinn maidir leis an gcógas nua a riaradh agus a stóráil.
- go gcuirfear traenáil ar fáil do fhoireann na scoile bunaithe ar riachtanaisí a bpáistí.
- Tá sé de dhualgas freisin ar thuismitheoirí/chaomhnóirí slánaíocht a thabhairt don Bhord agus baill foirne údaráithe i dtaobh dliteanas ar bith a d'fhéadfadh a bheith i gceist maidir le cógas ar oideas dochtúra sa scoil.
- Cuirfidh an Bord árachóir na scoile ar an eolas dá réir sin. (féach Aguisín 3).
- I gcásanna ina bhfuil páistí i mbaol báis ó bhreiteacht, ba chóir do thuismitheoirí a chur in iúl, go soiléir i scríbhinn, cad ba chóir agus cad nár chóir a dhéanamh i gcás práinne áirithe, ag díriú ar a bhfuil mar bhaol don pháiste.
- Is gá do thuismitheoirí/chaomhnóirí an scoil a choiméad ar an eolas faoi athruithe le sonraí Teagmhála ionas gur féidir leis an scoil teacht orthu i gcás práinne.

### **3. Freagrachtaí na mball foirne**

- Níl sé de dhualgas ar aon bhall foirne, leigheas a riaradh do dhaltá.
- Ba chóir go mbeadh aon bhall foirne atá toilteanach leigheas a riaradh, é seo a dhéanamh agus leanúint le na dtreoirínte sa tuairim go bhfuil an riarachán sábháilte.
- Ní mór treoracha scríofa ar riaradh an leighis a sholáthar.
- Ní féidir leigheas a riaradh gan údarú sonracha an Bhoird Bhainistíochta.
- Agus leigheas á dháileadh do dhaltá, feidhmeoidh baill foirne caighdeán cúraim réasúnta mar a dhéanfaidh thuismitheoir stuama.
- Ba cheart go ndéanfaidh 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 éageandálaí chomh luath agus is féidir.
- Ba chóir teagmháil 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 \_\_\_\_\_.

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)**

## 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-riaradh:

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: \_\_\_\_\_

## **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 Scoil na bhForbacha need 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 BOM cannot compel staff to administer medication. However, the BOM will authorise staff to administer medication if they are comfortable enough to undertake the task. The BOM will arrange training as 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.
- 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.

Parents/guardians are required to provide the following in writing:

1. Child's personal details (name, address, DOB, PPSN etc)
2. A doctor's letter confirming the diagnosis'
3. Name of medication,
4. Prescribed dosage,
5. The circumstances under which the medication is to be given,
6. Procedures to be followed in the administration of the medication,
7. Procedures to be followed in the storing of the medication,
8. Expiry date of Medicine and procedures for collection/disposal of medicines.

Parents/guardians are responsible for ensuring that;

- the medication is delivered to the school and handed over to the class teacher,
- an adequate supply is available,
- any kit containing medication be removed from the school at the end of the day, should the child need to bring the medication in and out of school,
- changes in prescribed medication (or dosage) are be notified immediately, in writing, to the school with clear written instructions of any new procedure to be followed in storing and administering of the medication.
- Adequate training is provided to school personnel based on the requirements of their child.
  
- Parents/guardians 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.
- The Board will inform the school's insurers accordingly.
- Where children are suffering from life-threatening conditions, parents/guardians 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/guardians are required to inform the school of any changes in contact details in order that they may be contacted in the event of an emergency.

### **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 that 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 \_\_\_\_\_

Sínithe:

\_\_\_\_\_

Cathaoirleach

Dáta: \_\_\_\_\_

#### **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  
   OT

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 \_\_\_\_\_

**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 Scoil na bhForbacha situated in na Forbacha, Co. na Gaillimhe (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: \_\_\_\_\_ (Parent)