

gael scoil na gCloch Liath



Na Clocha Liatha
Co. Chill Mhantáin
Uimhir Rolla 20301C
Idirlíon: www.gscl.ie

Fón: (01) 2010718
Fón Póca: 086 8817632
Facs: (01) 2010717
R-Phost: oifig@gscl.ie

Polasaí Riaracháin Cógais *(Administration of Medicines Policy)*

Réamhrá Introduction

Is bunscoil chomhoideachas, lán-Ghaeilge, idirchreidmheach í Gaelscoil na gCloch Liath a bhunaigh tuismitheoirí i 2008, faoi phátrúnacht an Fhorais Phátrúnachta, chun freastal ar an éileamh ar bhunoideachas trí Ghaeilge sa cheantar áitiúil.

Gaelscoil na gCloch Liath is a co-educational, all-Irish, interdenominational primary school set up by parents in 2008 under the patronage of the Foras Pátrúnachta, to cater for the demand for all-Irish primary education in the local area.

Cuireadh an polasaí seo le chéile le comhoibriú ó Mhúinteoirí, Coiste na dTuismitheoirí agus Bord Bainistíochta na scoile. Dá mba rud é go bhfuil difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasaí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus na leagain Bhéarla mar aistriúcháin.

This policy is a collaborative document created by the Teachers, Parents' Association Committee and Board of Management. Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation.

Sainmheon na Scoile Ethos

Cinntíonn an polasaí seo go bhfuil aird tugtha do pháistí a bhfuil riachtannas cógais orthu. Is ceann de bhunaidhmeanna na scoile, timpeallacht slán comhbhách, a chruthú do phobal iomlán na scoile. Tacaíonn an polasaí seo leis an sainmheon sin.

This policy ensures that the needs of children for whom medication has to be administered, are addressed. The creation of a caring and safe environment for the whole school community is one of the main aims of the school. This policy upholds the school ethos.

Aidhmeanna Aims

Seo a leanas aidhmeanna an pholasaí;

- Dualgasáí an Bhoird Bhainistíochta i leith Sláinte agus Slándála a chomhlíonadh,
- Sláinte agus sábháilteacht daltaí a chaomhnú agus iad faoi chúram foirne scoile,
- Treoracha agus cosaint a leagadh síos do mhúinteoirí atá toilteannach cógas a riaradh ar pháistí faoi theoir an Bhoird,
- An scoil a chosaint ó dhlíthíocht.

gael scoil na gCloch Liath: Polasaí Riaracháin Cógais – Dreacht 3

The following are the aims of the policy:

- *To fulfil the Board of Managements responsibility in relation to Health and Safety,*
- *To safeguard the health and safety of pupils when they are in the care of the school staff,*
- *To provide guidelines and protection to staff members who are willing to administer medication under the direction of the Board,*
- *To protect the school against possible litigation.*

Iarrann an Bord Bainistíochta ar thuismitheoirí/chaomhnóirí a chinntiú go gcuirfear an scoil ar an eolas, i scríbhinn, maidir le riocht sláinte ar bith a bheadh i gceist i dtaobh a gcuid páistí. Ba chóir an t-eolas seo a chur in iúl nuair a chláraítear an dalta nó láithreach nuair a deimhnítear an riocht sláinte.

The Board of Management requests parents/guardians to ensure that the school is made aware in writing of any medical condition suffered by their child. This information should be provided at enrolment or immediately upon subsequent confirmation of any medical conditions.

Coiméadann an scoil liosta de pháistí a bhfuil ag fulaingt le riocht sláinte, an cógas ar oideas dochtúra atá ceadaithe ag an mBord do mhúinteoir é a riaradh agus eolas teagmhála thuismitheoirí/caomhnóirí chomh maith le uimhreacha éigeandála. Cinntíonn an scoil go bhfuil an liosta seo cruinn ag tús gach scoilbhliain agus cuirtear leis de réir mar a thugtar eolas nua dúinn. Má thagann aon athrú an an eolas atá tugtha ag thuismitheoirí/caomhnóirí dúinn, tá sé mar dhualgas orthu an athrú seo a chur in iúl dúinn.

The school maintains an up to date register of specific illnesses, prescribed medication that has been approved by the Board for administration at school and contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year and is amended as new information is given to us. If any of this information changes, it is the responsibility of the parent/guardian to inform the school of these changes.

Sa pholasaí seo, 'sé is brí le cógas ná cóir leighis a dtugtar idir cógais, taibléidí, spraeanna agus instealltaí. I gcás ionanálaitheoir faoisitheora, moltar ainm an pháiste a bheith air. Ligtear don pháiste seo a bheith acu sa mhála munar gá don mhúinteoir é a riaradh nó monatóireacht a dhéanamh ar an riaracháin. Is gá Aguisín 4 a líonadh isteach is a chur chuig oifig na scoile sa chás go bhfuil ionanálaitheoir sa mhála ag do pháiste.

Medication in this policy refers to medicines, tablets, sprays and injections which are administered. In the case of reliever inhalers, it is recommended that the child's name is attached. The children are allowed to keep these in their bags if the teacher is not required to administer them or monitor their administration. Appendix 4 must be completed and returned to the school office if your child has an inhaler in his/her bag.

Rólanna agus Freagrachtaí *Roles and Responsibilities*

1. Tuismitheoirí/Caomhnóirí *Parents/Guardians*:

- Ba chóir go seolfadh an tuismitheoir/caomhnóir, i scríbhinn, iarratas go dtí an Bord Bainistíochta ag lorg baill foirne a bheith údaraithe 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 fúlaingíonn 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 chógas taisteal leis an bpáiste,
 - Go gcuirfear athruithe sa chógas 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.
- Tá sé de dhualgas freisin ar thuismitheoirí/chaomhnóirí slánaíocht a thabhairt don Bhord agus baill foirne údaraithe 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.
- Ní bhaineann an polasaí seo le gníomhaíochtaí iar-scoile cuma an bhfuil siad ar siúl sa scoil nó in áit ar bith eile. Is gá do thuismitheoirí an cás seo a phlé leis an duine atá i gceannas, cuma cé atá á eagrú.
- *The parent/guardian should write to the Board of Management requesting the Board to authorise staff members to administer the medication or to monitor self-administration of the medication as appropriate. (see Appendix 1)*
- *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 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.*
 - *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. (see Appendix 3)*
 - *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.*
 - *This policy does not refer to after-school activities whether they take place on the school premises or elsewhere. Parents/Guardians must discuss the administration of medicine with the person in charge of the activity, whoever that may be.*

2. Bord Bainistíochta *Board of Management:*

- *Is féidir leis an mBord, tar éis machnamh a dhéanamh air, baill foirne a údarú le cógas a riaradh do dhalta, nó le monatóireacht a dhéanamh ar fhéin-ghlacadh an dalta féin más cuí agus coiméadfar taifead den cinneadh sin i nótaí an Bhoird.*
- *Cinntoidh an Bord go bhfuil na daoine údaraithe oilte i gceart conas an cógas a riaradh.*
- *Cinntoidh an Bord go bhfuil slánaíocht ar fáil ó na tuismitheoirí/caomhnóirí maidir le dliteanas ar bith a d'fhéadfadh a bheith i gceist maidir le riaradh cógais.*
- *Ba chóir don Bhord an t-eolas cuí a chur ar fáil d'árachóirí na scoile gan mhoill.*
- *Ba chóir don Bhord socrúithe cuí a dhéanamh chun cógas a stóráil; ba chóir freisin socrúithe a dhéanamh chun na nósanna imeachta a chur i bhfeidhm sa chás go mbíonn an ball foirne údaraithe as láthair.*
- *The Board, having considered the matter, may authorise staff members to administer medication to a pupil or to monitor the self-administration by a pupil where possible and will record its decision in the minutes.*
- *The Board will ensure that the authorised persons are properly instructed in how to administer the medicine.*
- *The Board shall seek an indemnity from parents/guardians 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 appropriate storage of medication and procedures for the administration of medication in the event of the authorised staff member's absence.*

3. Ball Foirne Staff Members:

- Níor chóir riamh go mbeadh de dhualgas ar bhall foirne cógas a thabhairt do dhalta.
- Leanfaidh na baill foirne nósanna imeachta atá leagtha síos sa litir ón dochtúir sa tuiscint go bhfuil sábháilteacht ag baint leis.
- Ba chóir treoir scríofa maidir le riaradh an chógais a bheith ar fáil agus traenáil i riaradh an chógais ó thuismitheoirí/chaomhnóirí nó ó traenáilí oillte eile;
- Níor chóir cógas a riaradh gan cead speisialta a bheith faighte ón mBord Bainistíochta agus é a bheith taifeadtha i nótaí an chruinnithe.
- Agus iad ag riaradh cógas do dhaltá, ba chóir go mbeadh na baill foirne ag feidhmiú mar a dhéanadh thuismitheoir/caomhnóir stuama díograiseach.
- Ba chóir tuairisc scríofa a choiméad i dtaobh dáta agus am riartha. (féach Aguisín 2)
- Ba chóir fios a chur gan mhoill ar lucht leighis cáilithe nuair a tharlaíonn éigeandáil.
- Ba chóir dul i dteagmháil leis na thuismitheoirí/caomhnóirí nuair a bhíonn fadhb nó éigeandáil i gceist.
- *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 the prescribed guidelines appropriate to that medication in the belief that the administration is safe.*
- *Written instructions on the administration of the medication must be provided and any appropriate training in the administration of the medicine should be provided by the parent/guardian or an appropriately trained person.*
- *Medication must not be administered without the specific minuted 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/guardian.*
- *A written record of the date and time of administration will be kept. (see Appendix 2)*
- *Qualified medical treatment should be sought in emergencies at the earliest opportunity.*
- *Parents/guardians should be contacted should any concerns or emergencies arise.*

Éigeandáil Emergencies

- I gcás éigeandála, níor chóir don fhoireann ach an méid is lú a dhéanamh chun freastal ar an dalta maidir le ró-anacair a mhaolú nó breis damáiste a sheachaint. Ba chóir fios a chur gan mhoill ar lucht leighis cáilithe nuair a tharlaíonn éigeandáil.
- *In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further harm. Qualified medical treatment should be sought in emergencies at the earliest opportunity.*
- 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.
- *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.*
- Sa chás nach bhfuil aon chógas ar fáil, agus nuair is gá cúram cógas, is féidir le ball foirne réamh-shocrú an páiste a thabhairt chuig an dochtúir áitiúil nó an tAonad Timpistí agus Éigeandála. Cuirfear gloch ar na thuismitheoirí/caomhnóirí ag an am céanna.

- *Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child to their local doctor or into Accident and Emergency without delay. Parents/guardians will be contacted simultaneously.*

Bosca Garchabhrach *First Aid Box*

- Coiméadtar bosca garchabhrach in oifig na scoile chomh maith le seomra foirne na scoile. Comhlíonann an bhosca seo na rialacha atá leagtha síos ag an Údaráis Sláinte agus Sábháilteachta. Téann bosca garchabhrach taistil le ranganna a théann amach ó láthair na scoile ar thuras. Ba chóir freisin go dtógfar cógais a bhaineann le pásite faoi leith amach ar thuras.
- *A first Aid box is kept in the school office and one in the staffroom. These first aid boxes comply with the guidelines from the HSA. A travel first aid kit is taken when a class is leaving the school site on school tours/activity. Similarly, medication appropriate to a particular child should be taken on any out of school tour/activity.*

Critéir Ráthúlachta *Success Criteria*

- Go bhfuilimid ag cloí le dlíthe Sláinte agus Slándála.
- Go bhfuil timpeallacht slán comhbhách á chruthú do na páistí.
- Aischothú dearfach ó mhúinteoirí, ó thuismitheoirí/chaomhnóirí agus ó dhaltaí.
- *Compliance with Health and Safety Legislation.*
- *Maintaining a safe and caring environment for the children.*
- *Positive feedback from teachers, parents/guardians and students.*

Clár ama Athbhreithnithe *Timetable for Review*

Déanfar athbhreithniú ar an bpolasaí le linn 2012, ar chlárú do pháiste le ríocht sláinte suntasach nó má tharlaíonn aon eachtra éigeandála a léiríonn gur gá athruithe a dhéanamh sa pholasaí.

This policy will be reviewed during 2012 or, on the enrolment of a child with a significant medical condition or following any incident that occurs which may require revisions to be made.

Daingniú *Ratification*

Daingnithe ar an 24 Eanáir 2011.
Ratified on 24th January 2011.

Sínte: Gearóid Ó Ciaráin

Dáta 24/1/2011

Caththaoirleach

Polasaí Riaracháin Cógais – Aguisín 1**Cógas a dháileadh ar mhic léinn****Iarratas ar Bhord Bainistíochta Gael scoil na gCloch Liath**

Iarraim(id), tuismitheoir(í)/caomhnóir(í) _____, ar Bhord Bainistíochta Gael scoil na gCloch Liath, cead a thabhairt do bhall foirme cógas a riaradh ar mo pháiste/ár bpáiste.

I/We, the parents/guardians of _____, request the Board of Management of Gael scoil na gCloch Liath to authorize a member of staff administer medication to my/our child.

Tá litir iniata ón Dr _____ ar an dáta _____ ag cur in iúl:

Enclosed is a letter from Dr. _____ dated _____ providing the following information:

- *Riocht sláinte an pháiste (Child's medical condition)*
- *Cén fáth go bhfuil gá le cóir leighis (Why the medication is necessary),*
- *Ainm an chógais (The name of the Medication),*
- *Cathain is cóir an cógas a riaradh (When the medication should be administered),*
- *Dáileogacht an chógais (The dosage that should be administered),*
- *Nósanna imeachta chun an cógas a riaradh (Procedures for the administration of the medicine),*
- *Nósanna imeachta chun an cógas a stóráil (Procedures for the storing of said medication).*
- *Nósanna imeachta má thógtar an cógas ag páiste nach mbaineann an cógas leo (Procedures for the accidental taking of medicine by children not prescribed said medicine).*

I gcás go ndeimhnítear go bhfuil athrú tagtha ar an riocht sláinte, cuirfidh mé/cuirfimid an scéal in iúl don Phríomhoide/Príomhoide Tánaisteach (muna bhfuil an Príomhoide i láthair) agus don Bhord Bainistíochta i scríbhinn sa chás go ndéanfar athraithe ar an gcóir leighis nó ar an nós imeachta chun an cógas a riaradh.

Following confirmation of any change in medical condition, I/we will inform the Principal/Deputy Principal (in the absence of the Principal) and Board of Management in writing if there is any alteration in the administration of medicine(s) or emergency procedures.

Tuigim(id) go gcuirfear árachóirí na scoile ar an eolas faoi seo nó faoi aon athruithe a thagann air.

I/We hereby acknowledge that the school will inform their insurers of this medical treatment or of any changes thereto.

Déanaim(id) an Bord Bainistíochta a shlánú i dtaobh dliteanas ar bith a d'fhéadfadh a bheith i gceist ag éirí as an gcógas a riaradh nó gan a riaradh. (féach Aguisín 3)

I/We indemnify the Board of Management and its agents from and against all claims that could arise from the administration or failure to administer the said medicines. (see Appendix 3)

Síithe: _____

Tuismitheoir/Caomhnóir

Síithe: _____

Tuismitheoir/Caomhnóir

Dáta: _____

Dáta: _____

gael scoil na gcloch liath



Na Clocha Liatha
Co. Chill Mhantáin
Uimhir Rolla 20301C
Idirlíon: www.gscl.ie

Fón: (01) 2010718
Fón Póca: 086 8817632
Facs: (01) 2010717
R-Phost: oifig@gscl.ie

Polasaí Riaracháin Cógais – Aguisín 2

Tuairisc scríofa i dtaobh dáta agus am riartha an Chógais
Report on the date and time of administration of medicine

Ainm an Pháiste: _____

Dáta Breithe: _____

Dáta <i>Date</i>	Am <i>Time</i>	Cógas & Dáileog Riartha <i>Medicine & Dose</i>	Síniú an Dálaitheora <i>Signed by Administrator</i>	Síniú an Tuismitheora <i>Signed by Parent/Guardian</i>

Cuirfeair in iúl do thuismitheoirí nuair a dháiltear cógas.

Parent/Guardians will be informed when medication has been administered.

Polasaí Riaracháin Cógais – Aguisín 3

INDEMNITY

THIS INDEMNITY made the ____ day of _____ 20__ BETWEEN

_____ lawful father and mother of

_____ of _____

(hereinafter called "the parents") of the One Part **AND** for and on behalf of the Board of Management of

School situate at _____

in the County of _____ thereinafter called "the Board" of the Other Part.

WHEREAS:

1. The parents are respectively the lawful father and mother 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, viz

4. The parents 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 parties hereto as follows:

- a) In consideration of the Board entering into the with Agreements, the parents, as the lawful father and mother 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.

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:

_____	_____	_____
Parent	Parent	Witness

SIGNED AND SEALED by the said in the presence of:

_____	_____	_____
Board of Management	Board of Management	Witness

Polasaí Riaracháin Cógais – Aguisín 4
Féin-riaracháin Ionanálaitheora Faoisitheora
Self-administration of Reliever Inhaler

Ní leor an fhoirm seo más riaracháin an ionanálaitheoir faoisitheora atá á lorg agat. Is gá Aguisín 1 agus Aguisín 3 a líonadh isteach sa chás sin.

This form is not sufficient if you wish the school to administer the reliever inhaler. You should complete Appendix 1 and Appendix 3 in that case.

Ba mhaith liom cur in iúl go bhfuil ionanálaitheoir faoisitheora ag mo pháiste sa mhála agus go bhfuil sé/sí in ann é a riaradh gan chúnamh nó monatóireacht.

I wish to inform you that my child has a reliever inhaler in his/her school bag and that he/she is able to administer it without supervision or assistance.

Tuigim go bpléitear na dáinséaraí a bhaineann le cógas nach bhaineann leat a thógaint mar chuid den churaclam OSPS. Mar sin féin, mhúin mé do mo pháiste agus tuigeann sé/sí gur leis/léi amháin an ionnálaitheoir faoisitheora agus nár chóir é a thabhairt d'aon pháiste eile le n-úsáid ar fáth ar bith.

I understand that the dangers of taking medication prescribed to others are discussed as part of the SPHE curriculum. Nonetheless, I/we have educated our child and he/she understands that this reliever inhaler belongs only to him/her and that it should not be given to or used by any other child under any circumstances.

Tugaim cead do mo pháiste an ionanálaitheoir faoisitheora a riaradh nuair a mhothaíonn sé/sí go bhfuil sé ag teastáil.

I give my child permission to administer the reliever inhaler when he/she feels that it is necessary.

Ainm an Pháiste: _____

Síniú an Tuismitheora: _____

Dáta: _____

Stampa na scoile: