



## St. Angela's School.

### Policy Governing Illness in Students

### (and the Administration of Medications.)

#### **Mission Statement.**

St. Angela's is a Catholic girls' school which aims to cherish the uniqueness of each individual and to develop the full potential of each member of the school community.

#### **Rationale and Scope.**

A student who is unwell or who becomes unwell during the school day may be vulnerable in school. For this reason and to acknowledge the school's responsibility to provide appropriate care for a young person, the Board has ratified this policy.

The purpose of this policy is to provide for the health and safety of all students, while engaged in school activities. The policy also attempts to provide boundaries for staff in the management of situations arising from medical needs of students.

The policy refers to all students of St. Angela's and to visiting / exchange students.

"Medication" in this policy refers to medicines, tablets and sprays administered by mouth and automatic injection devices (eg. anapen) used in cases of anaphylaxis.

#### **Responsibilities.**

It is the responsibility of Parents / Guardians to inform the school of any medical issues / medication affecting their daughter. This information should be provided at enrolment or at the development of any medical conditions at a later date.

It is the responsibility of School Management to inform staff appropriately, and as instructed by family members, of medical issues which are relevant.

It is the responsibility of staff members to inform themselves of correct procedures in relation to illness and medication.

Students are asked to acknowledge their role in the understanding and management of symptoms which they may experience.

### **Student Absence through Illness.**

Students who miss school time because of illness or medical appointments are required to bring a note from home on return to school, explaining the absence.

Absence for medical reasons may require certification by the GP. The Class Tutor will advise.

Appointments with orthodontist, dentist, physiotherapist, GP, specialist, counselling service etc should be kept to outside school times, where possible. Please note that students are not permitted to leave school to attend these appointments without being signed out by a Parent / Guardian in person at Reception.

Parents/ Guardians are asked to ensure that their daughter is properly informed of appointments and given a "Depart Early" note (in the back of the Journal) on the morning of the appointment. Regrettably, students cannot be called from class for appointments.

### **Illness.**

The school will endeavour to provide every support possible to students who experience ill health. Parents / Guardians are advised to keep close contact with the school so that supports can be put in place, where appropriate.

Parents / Guardians are advised that it is in a student's best interests that medical matters are brought to the attention of the Class Tutor and that the Class Tutor is kept informed of updates. Such information is treated with discretion. Written records are subject to our Data Protection Policy.

In certain circumstances, special accommodations may be made in relation to House and State Examinations. Additionally, supports may be available through the Special Educational Needs Organiser (SENO). The Deputy Principal will advise.

Parents / Guardians are reminded that a student's health is well served by having a balanced, healthy diet and regular exercise and sleep. Parents / Guardians are asked to ensure that students have a healthy breakfast in the morning and to be vigilant as to the contents of lunchboxes.

It is reasonable to expect that a student may experience bouts of being "off form", which do not require absence from school or absence from class. Parents / Guardians are asked to promote the principle of full school attendance at all times.

### **Illness arising during the school day.**

All staff members are issued with the document "Procedures to Follow if a Student is Unwell." (Appendix A.) Interventions which are recommended for unwell students include

moving a student nearer fresh air, offering the student time to get something to eat or drink etc.

If a student feels so unwell during the school as to require the attention of an adult, she MUST inform the Class Tutor, Year Head, Deputy Principal or Principal (ie a member of the student's Pastoral Care Team). Students are advised that if need is immediate and none of these adults is available, she should present herself to the General Office or Staffroom for attention. (If the student becomes unwell in the classroom, she may wait until the end of class to find a member of her Pastoral Team or she may inform her Class Teacher immediately. In this case, the Class Teacher will inform the Tutor as the necessary arrangements are being made.)

A student is not permitted to absent herself from class because of illness without the written permission of a member of her Pastoral Care Team. Such absence will merit a sanction.

A student is not permitted to absent herself from class in order to care for a student who is unwell, without the written permission of a member of her Pastoral Care Team. Such absence will merit a sanction.

Having assessed the student's needs, the member of the Pastoral Care Team may return the student to class with a note to the Class Teacher that she requires particular monitoring and supervision. The student may be asked to check in later with the same adult to review how she is feeling. Alternatively, that adult may call home or instruct the student to attend with another staff member who will call home. While a student is waiting for collection by a Parent / Guardian, she will attend class, so as to be supervised, or wait at Reception if collection is imminent.

Under no circumstances may a student contact home to request collection without following the proper channels. Breach of this stipulation will result in sanction. This is for Child Protection Purposes.

A student may only leave the school with the Parent / Guardian whose details have been given to the school at the start of the year. Students will not be permitted to leave without being signed out by that Parent / Guardian. Parents / Guardians may nominate an adult to collect, but this must be done in writing at the start of the school year and addressed to the Class Tutor.

If a student ordinarily goes home for lunch but has declared herself unwell, the decision may be taken to not allow her leave the premises without supervision of a Parent / Guardian. If a student becomes unwell during her break and does not return to school after lunch, a Parent / Guardian must inform the school by the end of the school day. In addition, the student must bring a note from home on her return to school. Again, this is for Child Protection Purposes.

Students may not excuse themselves from school activities without the agreement of a member of the Pastoral Care Team and the agreement of the activities' facilitator (eg school excursion, PE class, event etc.)

Students may not present themselves to school out of uniform or in alternative uniform for reasons of illness, unless this has been agreed in advance by a member of her Pastoral Care Team, and advised by a medical practitioner.

### **Allergies.**

The school is committed to providing for a "nut free" environment. Parents / Guardians are requested not to allow nuts / nut products in lunchboxes or in ingredients' packages etc.

With regard to nuts and other allergens, the school cannot guarantee that guidelines will be followed by all members of the school community at all times. In the case of allergies to particular food items (nuts, fruit, fish, etc), no guarantees can be given that these items will not be present on the school premises, and in particular, in the Home Economics kitchens, unknown to supervising teachers at any particular time.

In relation to certain allergies, special arrangements may be made in particular classrooms. These are at the discretion of the Class Teacher and will be clearly outlined to the Parent / Guardian on commencement in the subject by her Class Teacher (eg Home Economics).

The student is responsible for ensuring that she carries required allergy medication (in date) at all times, which she may administer herself at the onset of symptoms, with the permission of a Parent / Guardian. If the student becomes very unwell, staff may administer an "epipen" (or similar, if prescribed), if clear written instructions have been received from the Parent / Guardian by the Principal. In addition, at the start of each school year, the student is required to prepare a clear plastic case (a lunchbox is suitable), in which she places her medication (in date), a recent photograph and a written set of instructions to staff, signed by a Parent / Guardian. This will be kept in a central location in the school for emergency use.

In the case of allergies to medications, identifying bracelets etc are advised. Every effort possible is made to inform staff appropriately re medical issues of students. However, changing timetables, the use of substitute teachers, supervisors, visiting speakers, outside workshops, work experience modules, sports events etc means that information may not be current in all cases at all times.

### **Medications.**

While the Board of Management has a duty to safeguard the health and safety of students when they are engaged in authorised school activities, this does not imply a duty upon teaching or administrative staff to personally undertake the administration of medication.

### **Over the Counter Medication.**

St. Angela's School does not permit a member of staff to administer any medications to students. In particular circumstances, a Parent / Guardian may write to the Board of Management requesting special consideration. In the case of minor injuries, appropriate minor first aid may be administered by a trained staff member. The Parent / Guardian will be informed.

If a student is in need of medication which she takes herself, she does so with the approval and knowledge of her Parent / Guardian, and without the supervision of St. Angela's School.

### **Prescribed medication.**

Parents / Guardians are asked to inform the school if a student is taking prescribed medication, for which she requires the assistance of an adult. If this is the case, please make an appointment with the Principal on enrolment or on diagnosis.

In general, students can only receive assistance with medications from an adult employee of the school, if certain criteria are deemed to have been met by the Special Educational Needs Organiser ("SENO").

Parents/ Guardians are advised that it is in the best interests of all students that the school is informed of medical issues as they arise. Please advise the Class Tutor.

### **Procedures to follow when a student requires assistance with prescribed medication.**

#### **Responsibilities of the Parent / Guardian.**

- A Parent / Guardian is required to 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.
- 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, in date supply is available.
- 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 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 / 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 are required to provide a telephone number where they may be contacted in the event of an emergency arising. Changes to contact details must be communicated to the Class Tutor and General Office.

#### **Responsibilities of the Board of Management.**

- The Board, having considered the matter, may authorise a staff member to administer medication to a pupil or to monitor the self-administration by a pupil.
- 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.

#### **Responsibilities of the Administering Adult.**

- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- Any staff member who is willing to administer medicines should do so under strictly controlled guidelines in the belief that the administration is safe.
- A written record of the date and time of administration will be kept.
- In emergency situations, staff should do no more than 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.

#### **Evaluation.**

School management will accept feedback from staff, students and parents made through the proper use of the appropriate channels ie staff meetings, student committees and PSAC. This feedback will inform periodic evaluation of the policy by Management.

This policy is incorporated into the body of School Policy from the date of ratification.

Proposed date of review: \_\_\_\_\_

Date of ratification: \_\_\_\_\_

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

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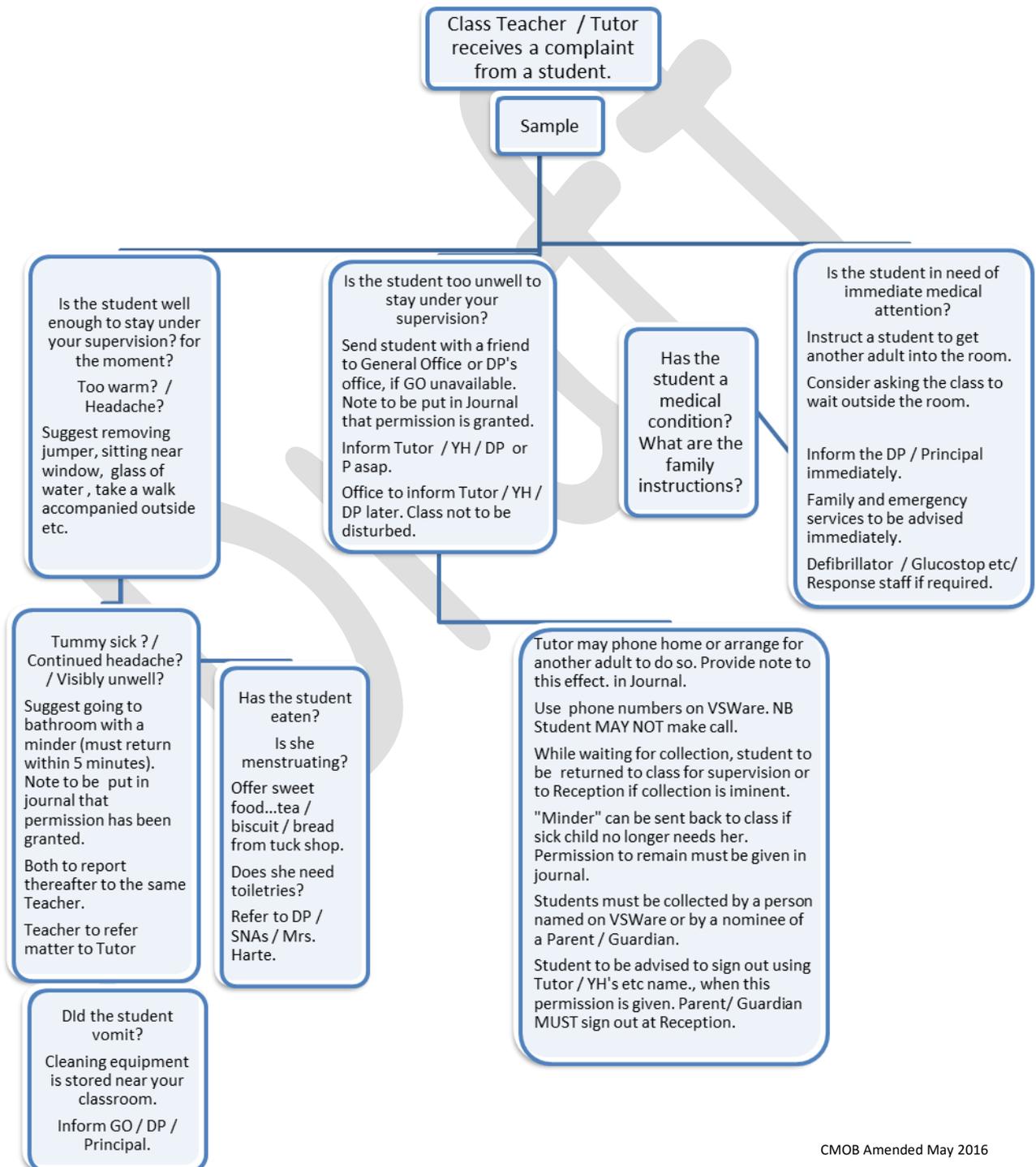
# Procedures to follow when a student is unwell.

All members of staff are issued with a list of student health issues at the start of the school year. It is the responsibility of all staff to be familiar with this list. Where information is held on the school database, VSWare, staff members are advised that this is a secure database, subject to our Data Protection Policy.

Staff may not offer or administer any medication. If a student requires medication, this should be made know by letter from the family. Staff members are referred to the **Policy Governing Illness in Students (and the Administration of Medications.)**

If in doubt, PHONE HOME. Headache, blurred vision, sensitivity to light, pain in stomach may all be symptomatic of a serious illness.

Under no circumstances, allow a sick child to go home alone or to call home herself. If she normally goes home for lunch and wishes to do so when ill, please contact a Parent / Guardian to say that she is too unwell to make the journey home alone.





ADMINISTRATION OF MEDICINES IN SCHOOLS

St. Angela's School, Waterford.

INDEMNITY

This indemnity is made on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between

\_\_\_\_\_  
lawful Parent(s) / Guardian(s ) of \_\_\_\_\_, hereinafter called "the Parents" of the One Part and \_\_\_\_\_  
for and on behalf of the Board of Management of St. Angela's School, situated at the Ursuline Convent in the County of Waterford (hereinafter called 'the Board') of the Other Part.

WHEREAS:

1. The Parents are respectively the lawful father and mother or Guardians of \_\_\_\_\_, a student of the above school.
2. The student suffers on an ongoing basis from the condition known as \_\_\_\_\_.
3. The student may, while attending the said school, 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 student's Classroom Teacher, SNA and/or such other member of staff of the said school as may be designated by the Board.

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

In consideration of the Board entering into the within agreement, the Parents, as the lawful father and mother respectively of the said student HEREBY AGREE to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality, the said student's Class Teacher and/or the Principal or other designated staff member of St. Angela's 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:

SIGNED AND SEALED by the Parents in the presence of \_\_\_\_\_:

\_\_\_\_\_

(Parent / Guardian Signature)

SIGNED AND SEALED by the said school authority in the presence of \_\_\_\_\_:

\_\_\_\_\_

(On behalf of the Board of Management)

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