

# **St. Brigid's Girls' School**



## **Managing Chronic Health Conditions Policy**

**(Incorporating the Administration of Medication)**

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### **Introduction Statement:**

St. Brigid's Girls' School is committed to ensuring the safety of our students with medical conditions.

The Board of Management requests parents to ensure that staff 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.

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 management of chronic health conditions such as Anaphylactic Allergy, Asthma, Epilepsy and Diabetes in the school is informed by the "Managing Chronic Health Conditions at School" Resource pack for teachers and parents, published jointly by The Asthma Society of Ireland, Diabetes Federation of Ireland, Brainwave Irish Epilepsy Association and Anaphylaxis Ireland which is also endorsed by the Department of Education and Science (DES) and the Irish National Teachers Organisation (INTO).

This policy has been formulated using the guidelines issued in the above resource pack and guidelines issued by the Primary Schools' Managerial Bodies and the INTO.

### **Rationale**

The Board of Management has a duty of care to take all reasonable steps to keep pupils, staff and members of the wider school community safe at school. This policy has been adopted to help ensure that the environment of St. Brigid's Girls' School is inclusive and favourable to pupils with chronic health conditions.

### **Aims**

- To increase staff members' knowledge and awareness of severe allergies and chronic health conditions.
- To enable school management, staff and parents to promote a supportive learning environment for pupils with chronic health conditions.
- To endeavour to implement health and safety measures necessary to minimise risk to pupils with chronic health conditions.
- To develop school guidelines for management during school and school outings.

- To develop a clear communication plan for parents / guardians and staff members.
- To plan for effective response in emergency situations.
- To develop clear guidance on the administration and storage of medication and necessary equipment at school.

#### **Board of Management Responsibilities**

- Promote a supportive learning environment for students with severe allergies and chronic medical conditions.
- Develop school guidelines for the management of chronic health conditions during school and school outings.
- Request information on existing medical conditions on enrolment in the school.
- Delegate a staff member to establish a register of pupils with diagnosed chronic health conditions and to maintain the Chronic Health Conditions Register.
- Display pictures of all children with diagnosed Chronic Health Conditions on the staffroom noticeboard where pictures have been provided by the parents.
- Provide basic First Aid Training to all staff on a regular basis.
- Support the Healthcare Plan agreed by the school and the pupil's parents / guardians.
- Inform parents / guardians of their responsibilities.
- Require that parents / guardians approve the sharing of information regarding the pupil's health condition with staff and relevant school volunteers.
- Support and facilitate on going communication between parents / guardians and school staff.
- Require that parents / guardians supply the school with fully equipped, in-date and medically prescribed medication and equipment.
- Designate a location where emergency medication is to be stored. The best place to keep medication is with the pupil.
- Include awareness of chronic health conditions in health education.
- Action for staff to take in an emergency for the most common conditions at this school is displayed in prominent locations for all staff.

- Action for staff to take in an emergency for the most common conditions at this school is displayed in prominent locations for all staff.
- St. Brigid's Girls' School endeavours to communicate necessary information to substitute/temporary members of staff, usually via another staff member who regularly attends the child.
- St. Brigid's Girls' School endeavours, in addition to necessary communication with parents at the start of each school year, to communicate between staff, necessary information and care plans when transitioning from one school year to the next.

### **Staff responsibilities**

As the class teacher will have primary responsibility for the day to day care of any pupil with a chronic health condition, it is important that they:

- Attend meetings with the pupil (if appropriate), parents/guardians, other staff members who have primary responsibility for the pupil and the staff member in charge of the Chronic Health Conditions Register at the start of the school year of when the pupil is newly diagnosed/enrolled. Discuss related services to meet the pupil's needs and complete a Healthcare Plan including the pupil's Emergency Plan.
- For pupils who already have a healthcare plan in place meet with the pupil (if appropriate), parents and SNA (if applicable) at the start of each new school year to discuss the pupils Healthcare Plan, Emergency Plan and related services.
- Staff at this school understand their duty of care to students in the event of an emergency. In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent and look to implement the relevant Emergency Plan.
- Receive a demonstration from a parent on the administration of medication at a suitable time, organised through the school by the parent.
- Review the materials in the relevant section of the "Managing Chronic Health Conditions at School" Resource pack for teachers and parents, published jointly by The Asthma Society of Ireland, Diabetes Federation of Ireland, Brainwave Irish Epilepsy Association and Anaphylaxis Ireland which is also endorsed by the Department of Education and Science (DES) and the Irish National Teachers Organisation (INTO).
- Provide information for substitute teachers.
- Treat the pupil with a chronic health condition the same as other pupils except when meeting medical needs.
- Ensure that all medication or equipment is stored in a safe place in the classroom and available when needed. This will be provided by the parents.

- Ensure that the pupil brings their schoolbag on all outings and trips off the school premises.
- Ensure that teacher's mobile phone is brought on all outings and trips off the school premises.
- Maintain communication with parents, including informing them if their daughter has become unwell at school.
- Clearly document any incidents and the action taken on an Incident Report Form.
- Provide a supportive environment for the pupil to manage her chronic health condition effectively and safely at school.
- Where medication is given, or self-medication monitored, a record of such administration will be kept.
- St. Brigid's Girls' School undertakes that staff who regularly supervise or attend to the child will be familiar with the health care plan and the emergency plan. In addition, some other members of staff will also be trained and/or aware of the plan as far as possible to cover the absence of the primary staff involved.

#### **Parental Responsibilities**

- Inform the school on enrolment or at time of diagnosis if their child has a diagnosed chronic health condition that may require monitoring or medical intervention.
- Provide the Board of Management, Principal and class teacher with an immediate update if there is a change in their daughter's condition or a change to how the condition is being managed.
- Supply the school with medical documentation, reports etc, confirming their child's diagnosis of a chronic health condition.
- Provide all necessary medical equipment, instrumentation, medicines, supplies and disposal containers. Ensure that all of the above is clearly labelled and is within the expiry date. Ensure that all is replaced when necessary.
- Update in-school supplies promptly when notified by staff that they are low.
- Provide and complete an up-to-date Healthcare Plan, accurate emergency contact details, Administration of Medication form and any other appropriate paperwork requested by the school.
- Update the Healthcare plan and Emergency plan following any changes in diagnosis, medication or health condition and provide the class teacher with an updated version.

- Provide and develop with the school a plan for additional events, sports, outings, extracurricular activities etc.
- Provide the school with an updated clear photograph of their child at the start of each school year.
- Help identify and plan for any possible risks, activities or situations that would not be suitable for the child. The goal of such a plan is to maximise inclusion of the student.
- Demonstrate the administration of medication to the teacher and SNA (if applicable) at the start of the school year at an appointment arranged through the school.
- It is recommended that parents provide their child with a medical alert ID bracelet at all times when in school.
- Review the materials in the relevant section of the “Managing Chronic Health Conditions at School” Resource pack for teachers and parents, published jointly by The Asthma Society of Ireland, Diabetes Federation of Ireland, Brainwave Irish Epilepsy Association and Anaphylaxis Ireland which is also endorsed by the Department of Education and Science (DES) and the Irish National Teachers Organisation (INTO).
- Be easily and readily contactable during school hours in case staff members have a concern about the well-being of the child during the school day. Attend the school and if necessary take the child home in response to that concern.

### **Health Care Plans**

- Parents of students will fill out an agreed Healthcare Plan (using a template provided by the school) and discuss it with the appropriate school staff. Healthcare Plan forms are based on those in the teacher and parent resource pack mentioned above.
- Healthcare plans will be reviewed regularly with parents usually at least annually.
- A copy of the Healthcare plan will be held in the Principal’s Office and in the child’s own file.
- All members of staff who work directly with students with chronic conditions have access to the Healthcare plans of the students in their care.
- St. Brigid’s Girls’ School will aim to ensure that substitute and temporary teachers are made aware of and have access to the Healthcare plans of students in their care, usually via another member of staff who works regularly with the child.
- St. Brigid’s Girls’ School endeavours to ensure that all staff protect student dignity and confidentiality at all times.

- St. Brigid's Girls' School seeks permission from parents to allow the Healthcare plan to be sent ahead to emergency staff should an emergency happen during school hours or at a school activity.

### **Administration of Medication**

- ☐ Prescribed and emergency medicines will only be administered after parents of the pupil concerned have written to the Board of Management requesting the Board to authorize a member of the teaching staff to do so. Under no circumstances 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. An email or letter should be sent to the school office and the Principal will inform the Board of Management.
- ☐ The school generally advocates the self-administration 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, with the exception of that held for emergency situations.
- ☐ All students at this school with chronic conditions have access to their emergency medication at all times.
- ☐ This school understands the importance of medication being taken as prescribed.
- ☐ Staff members are aware that there is no legal or contractual duty for a member of staff to administer medication or supervise a student taking medication. However, any teacher who is willing and confident to administer medication to a student can do so under controlled guidelines. This teacher will need to have the permission of the Board of Management, have the written approval of parents and be fully trained in procedures.
- ☐ Parents of students at this school understand that if their child's medication changes or is discontinued, they should notify the school immediately in writing to update their child's Healthcare Plan. The school confirms the changes are incorporated into the plan.
- ☐ Staff or other parents attending tours/off site activities are made aware of any students with chronic conditions on the visit. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- ☐ If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

### **Safe Storage – Emergency Medication**

- ☐ Emergency medication is readily available at all times during the school day or at off-site activities.
- ☐ Staff members know where emergency medication is stored.
- ☐ Where healthcare professionals and parents advise the school that the student is not yet able or old enough to self-manage and carry their own emergency medication, this student's teacher knows exactly where and how to access their emergency medication.
- ☐ Staff ensures that medication is only accessible to those for whom it is prescribed.

### **Safe Storage - General**

- ☒ There is an identified member of staff who ensures the correct storage of medication at school.
- ☒ At the beginning of each term, the identified member of staff checks the expiry dates for all medication stored at school. This is the responsibility of the parent as well.
- ☒ The identified member of staff, along with the parents of students with chronic conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.
- ☒ Medication is stored in accordance with instructions, paying particular note to temperature.
- ☒ Some medication for students at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled with the student's name.
  
- ☒ **Safe Disposal**
- ☒ Parents at this school are asked to ensure that an adult collects out-of-date medication.
- ☒ Sharps boxes are used for the disposal of needles. (A sharps box is a small yellow plastic container with a protective lid that is used for the disposal of used needles). Parents must provide the school with a sharps box. All sharps boxes in this school are stored in a safe place and this can be a locked cupboard when not in use unless alternative safe and secure arrangements are put in place on a case- by-case basis.
- ☒ If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and returns it to school or the student's parents.
- ☒ Collection and disposal of sharps boxes is arranged by the parents.
- ☒ Used Adrenalin auto injectors (Anapens) must be given to the ambulance crew.

## **Emergency Situations**

Staff at St. Brigid's Girls' School understand their duty of care to students in the event of an emergency and their expected requirement to act like any reasonable prudent parent in implementing the relevant Emergency Plan.

Detailed plans for specific students are drawn up by the school team in consultation with parents and medical providers and copies are made available to all relevant staff.