



POLASÁÍ RIARADH CÓGAIS

Réamhrá

Cé go bhfuil dualgas ar an mBord Bainistíochta sláinte agus sábháilteacht na ndaltaí a chosaint nuair atá siad i mbun gníomhaíochtaí scoil údaraithe, ní hionann sin is a rá go gcaithfidh an fhoireann teagaisc nó riaracháin tabhairt faoi go pearsanta cógais a riaradh.

Iarrann an Bord Bainistíochta ar thuismitheoirí a chinntiú go bhfuil na baill foirne ar an eolas i scríbhinn faoi aon riocht sláinte a bhaineann lena leanbh. Ba chóir an fhaisnéis a chur ar fáil ag am rollaithe nó má eascraíonn aon riocht sláinte ag am ar bith níos déanaí.

Tagraíonn cógais sa bheartas seo le cógais, táibléad agus spraeanna riaradh ag béal agus feistí instealladh uathoibríoch (m.sh.. anapen) a úsáidtear i gcásanna anaifiolacsa.

Ábhar an Pholasáí

1, An nós imeachta a bheidh le leanúint ag tuismitheoirí a n-iarrann riaradh cógais dá gcuid leanaí:

- Ba chóir don tuismitheoir/caomhnóir scríobh chuig an mBord Bainistíochta ag iarraidh ar an mBord a údarú do chomhalta foirne an cógas a riaradh nó chun monatóireacht a dhéanamh ar féin-riaradh an chógais.
- Éilítear tuismitheoirí le treoracha scríofa den nós imeachta a chur ar fáil a bheidh le leanúint i riaradh agus a stóráil an chógais.
- Is iad na tuismitheoirí atá freagrach as an gcinntiú go bhfuil an cógas a sheachadadh chuig an scoil agus curtha i láimh dhuine fásta freagrach agus as a chinntiú go bhfuil soláthar ceart den chógas ann.
- Ní mór freisin go bhfuil na Tuismitheoirí in ann an Bord a shlánú chomh maith leis na baill údaraithe foirne i leith aon dliteanas a d'fhéadfadh teacht chun cinn maidir le riaradh na gcógas forordaithe sa scoil. Cuirfidh an Bord in iúl d'árachóirí na scoile dá réir.

ADMINISTRATION OF MEDICATION POLICY

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 teaching or administrative staff to personally undertake the administration of medication.

The Board of Management requests parents 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 and automatic injection devices (eg. anapen) used in cases of anaphylaxis.

Policy Content

1. Procedure to be followed by parents who require the administration of medication for their children

- *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.*
- *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.*

- Ba chóir go mbeadh athruithe chógas ordaithe (nó dosage) curtha in iúl láithreach don scoil le treoracha soiléire i scríbhinn den nós imeachta a bheidh le leanúint ó thaobh stóráil is riaradh na gcógas nua.
- Sa chás go bhfuil páistí i mbaol contúirte nó báis de réir a ngalar nó a riocht sláinte, ba choir do thuismitheoirí cur síos go soiléir i scríbhinn, cad ba cheart a dhéanamh agus cad ba cheart gan a dhéanamh ach go háirithe i staid éigeandála, le tagairt ar leith le haon ní a d'fhéadfadh a bheith ina riosca don leanbh.
- Éilítear ar Thuismitheoirí a n-uimhir theileafóin a chur ar fáil ionas gur féidir teagmháil a dhéanamh leo i gcás éigeandála.

1. Nósanna imeachta a bheidh le leanúint ag an mBord Bainistíochta

- D'fhéadfadh an Bord, tar éis dó an t-ábhar a bhreithniú, comhalta foirne a údarú cógas a riaradh do dhalta nó chun monatóireacht a dhéanamh ar an bhféin-riaradh cógais.
- Déanfaidh an Bord cinnte de go bhfuil na treoracha go léir faighte ag an duine údaraithe.
- Déanfaidh an Bord slánaíocht ó thuismitheoirí a lorg i leith dliteanais a d'fhéadfadh teacht chun cinn maidir leis an riaradh cógais.
- Cuirfidh an Bord in iúl do na hárachóirí scoile dá réir sin.
- Déanfaidh an Bord socruithe chun an cógas a stóráil go sábháilte agus nósanna imeachta maidir le riaradh an chógais i gcás díláthrachais an bhaill foirne údaraithe.

2. Freagrachtaí na mBall Foirne

- Ní féidir brú nó iachall a chur ar aon bhall foirne cógas a riaradh.
- Ba chóir d'aon bhall foirne a bheith sásta cógais a riaradh agus é sin a dhéanamh faoi treoirlínte rialaithe go daingean, is an ball foirne den tuiscint go bhfuil gach a bhaineann leis an riaradh cógais slán sábháilte.
- Ní mór na treoracha l gcruth scríofa, ar riaradh cógais, a chur ar fáil.
- Níl sé ceadaithe cógas a riaradh gan údarú sonrach an Bhoird Bhainistíochta.

- *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 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.*

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.*

<ul style="list-style-type: none"> • Fad is atá cógas á riaradh ag an mball foirne, feidhmeoidh siad ar an gcaighdeán cúraim chéanna tuismitheora réasúnta agus stuama. • Déanfar taifead I bhfoirm scríofa ar dháta agus am an riaradh a choinneáil. • I gcásanna éigeandála, ba chóir don fhoireann gan a dhéanamh ach an méid is gá ar ndóigh agus is cuí, chun faoiseamh anacair mhór nó a chosc gan a thuilleadh dochair as cuimse a dhéanamh. Ba chóir go mbeadh cóireáil leighis cáilithe á dhaingniú i gcás éigeandála a luaithe agus is féidir. • Ba chóir teagmháil a dhéanamh le tuismitheoirí mar tá aon cheist ann nó má tharlaíonn aon chás éigeandála. 	<ul style="list-style-type: none"> • <i>In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.</i> • <i>A written record of the date and time of administration will be kept.</i> • <i>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.</i> • <i>Parents should be contacted should any questions or emergencies arise.</i>
---	---

<p>Glactha agus faofa ag cruinniú An Bhoird Bhainistíochta ar:</p> <p>Dáta: _____</p> <p>Síniú: _____</p> <p>(An Cathaoirleach)</p> <p>Dáta Athbhreithnithe: _____</p>	<p>Accepted and approved by</p> <p>An Bord Bainistíochta on:</p> <p>Date: _____</p> <p>Signed: _____</p> <p>(Chairperson)</p> <p>Review date: _____</p> 
--	---