



CARLOW VOCATIONAL SCHOOL

KILKENNY ROAD
CARLOW

Administration of Medicine Policy

Scope

This policy applies to the students, parents / guardians and staff of Carlow Vocational School.

Relationship to School's Mission / Vision / Aims

This policy works within the mission statement of Carlow Vocational School and is directly linked to its aim to treat every person equally and to help all students to achieve their full potential at the school. The school's mission statement states:

Administration, staff and parents at Carlow Vocational School seek to promote a secure and caring community environment and a well-balanced curriculum, which is student centred, with parents recognised as the first educators and teachers as facilitators of the learning process. In partnership, we hope to provide an atmosphere, which encourages respect, responsibility and commitment, drawing forth the positive potential of each individual, thus equipping all students to take their place in life and work in the future.

Rationale

Carlow Vocational School is an inclusive and caring school that welcomes and supports students with medical conditions.

Goals

The school aims to provide full access to education for students with medical conditions, including school trips and physical education where reasonable adjustments can be made.

Policy Content

The Medical Policy includes:

1. Roles and responsibilities
2. Health Care Plan
3. Medicines
4. Illness
5. Trips and visits
6. Confidentiality

1. Roles and Responsibilities

Principal / Deputy Principal

- The Principal / Deputy Principal will need to agree with the parents / guardians exactly what support can be provided for a student with medical needs.
- The Principal / Deputy Principal should, jointly with the parents / guardians reach an agreement in formulating a Health Care Plan, where appropriate.
- The Principal / Deputy Principal will seek parental agreement before passing on information about their child's health to other staff. Sharing information is important if staff and parents are to ensure the best care for a student.

Parents / Guardians

- Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition.
- Parents should obtain advice and guidance from their child's General Practitioner (GP) or paediatrician, and provide the Principal / Deputy Principal with sufficient information about their child's medical needs if treatment or special care is needed.
- Parents should, jointly with the Principal / Deputy Principal reach agreement in formulating a 'health care plan', where appropriate.
- Parents should keep any student at home when they are acutely unwell in order to reduce the spread of infection. This is to protect other students with medical conditions such as asthma and diabetes, for whom illness can produce complications.

Teachers and school staff

- Teachers and school staff will have access to information on student's medical conditions and action to take in an emergency, provided the parents / guardians have given consent for this.
- Teachers will take all reasonable care to accommodate students with medical needs in their lesson planning and management of classes.

2. Health Care Plan

The main purpose of an individual health care plan for a student with medical needs is to identify the level of support that is needed. Not all students who have medical needs will require an individual health care plan.

An individual health care plan clarifies for staff, parents / guardians and the student the help that can be provided, and the actions to be taken in an emergency.

A short written agreement with parents / guardians may be all that is necessary. It is important for staff to be guided by the student's GP or medical consultant.

The school should agree with parents / guardians how often they should jointly review the health care plan. It is sensible to do this at least once a year, but much depends on the nature of the student's particular needs; some would need reviewing more frequently.

In the event of an emergency, every effort will be made to contact a parent / guardian so that they may accompany their child to the doctor / hospital. If a parent / guardian is unable to get to school, a member of staff will accompany a student taken to hospital by ambulance, and will stay until the parent arrives.

Health professionals are responsible for any decision on medical treatment when parents are not available.

3. Medicines

Parents / guardians have complete responsibility for the safe management of their child's medication.

For conditions such as asthma, diabetes and severe allergies students are allowed to carry their own medication to school, provided they complete the Appendix A form.

Many students will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of antibiotics or to apply a lotion. However, such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the day.

Please note that students carrying medicines will be expected to store and use their medicines responsibly and not abuse, share or give their medicine to others.

The form in Appendix A must be completed and returned to the Principal / Deputy Principal, when a student carries their own medication into school.

Long-term Medical Needs

The school needs to know about any particular needs before the student is admitted to the school, or when a student first develops a medical need. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary.

Parents / guardians are asked to give the school the following information:

- Details of students condition
- Special requirements
- Who to contact in an emergency

4. Procedure for students who become sick during the course of the day.

If a student feels sick during class time the teacher is to request another student in the class to accompany the student to the reception area where a phone call home will inform the parent / guardian that their child is unable to continue in school. On collection the parent / guardian is requested to sign the 'sign out book' at reception.

If a student feels sick during break times they must report immediately to the teacher on duty who will phone home and inform the parent / guardian that their child is unable to continue in school. On collection the parent / guardian is requested to sign the 'sign out book' at reception.

Emergency Procedures

In the event of an emergency, every effort will be made to contact a parent / guardian so that they may accompany their child to the doctor / hospital.

In the event of an emergency the school will call for an ambulance.

If a parent / guardian is unable to get to school, a member of the school's staff will accompany a student taken to hospital by ambulance, and will stay until the parent arrives.

Health professionals are responsible for any decision on medical treatment when parents / guardians are not available.

5. Trips and Visits

Students with medical needs will be encouraged to participate in trips and visits.

Arrangements for taking any necessary medicines will need to be taken into consideration. School staff supervising excursions should always be made aware of any medical needs and relevant emergency procedures by the parent / guardian on the consent form.

A copy of any health care plans should be taken on visits in the event of the information being needed in an emergency.

If school staff are concerned about whether they can provide for a student's safety or the safety of other students on a visit advice will be sought from parents / guardians and/or health professionals.

6. Confidentiality

The Principal / Deputy Principal and school staff will always treat medical information confidentially.

Review Procedures

This policy is reviewed regularly, as shown in the timeframe below, and as a result appropriate changes and improvements are made.

Timeframe

This policy was reviewed in April 2015.
Modifications were made and ratified by Board of Management May 2015.
Published and circulated May 2015.

The above Policy was ratified by the Board of Management of Carlow Vocational School at a meeting

In: _____ (venue) On: _____ (date)

Signed: _____ Date: _____
(Chairperson, Board of Management)

Signed: _____ Date: _____
(Secretary, Board of Management)