

Polasaí leighis



(Athbhreithniú déanta I Mí Eanáir/Feabhra 2013)

Polasaí scoile ar thabhairt amach leigheas/

The administration of medicines in Gaelscoil Dhochtúir Uí Shúilleabháin

Tá dualgas ar an mBord Bainistíochta, sláinte agus sábháilteacht na ndaltaí a chosaint nuair atá siad i mbun imeachtaí ceadaithe scoile. Mar sin fhéin ní chiallaíonn sé seo go bhfuil sé de dhualgas ar mhúinteoirí go pearsanta leigheas a thabhairt amach.

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 medicines.

Iarrann an Bord Bainistíochta ar thuismitheoirí/chaomhnóirí a chinntiú go gcuirfear múinteoirí ar an eolas i scríbhinn má tá anó nó tinneas ar aon ghasúr sa rang.

The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class.

- Ní thabharfar amach aon chóir leighis nach bhfuil molta ná ní choinneofar a leithéide sa scoil.
Non-prescriptive medicines will neither be stored nor administered to pupils in school.
- Nuair is féidir, ba chóir don dochtúir clainne socrú a dhéanamh don leigheas a thabhairt amach taobh amuigh d'uaireanta scoile.
Where possible the family doctor/parent should arrange for the administration of prescribed medicines outside of school hours.
- Ní thabharfar amach aon chóir leighis atá molta gan cead (scríofa) ó thuismitheoirí/chaomhnóirí agus údarás an Bhoird Bhainistíochta.
Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management. Written instructions from the GP regarding the administration and storage of the medicines will be required.

- Níor cheart don chóir leighis a bheith i seilbh an dalta. Ba cheart cóir leighis áirithe (eg. ionanáilitheoir (inhaler) a bhíonn ag gasúir a bhfuil plúchadh orthu) a bheith ar fáil go furasta i gcaitheamh an lae scoile.
The medicine should not be kept by the pupil and should be out of reach of pupils. Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
- Nuair is féidir b'fhéidir go dtógfadh an dalta é fhéin an chóir leighis faoi mhaoirseacht dhuine fásta a bhfuil údarás aige.
The medicine should be self-administered if possible, under the supervision of an authorised adult.
- Ba cheart cúntas scríofa a choinneáil den am agus den dáta ar tógadh an chóir leighis.
A written record of the date and time of administration must be kept.
- Níor cheart do mhúinteoir cóir leighis a thabhairt amach gan údarás cinnte ón bpríomhoide.
A teacher should not administer medication without the specific authorisation of the Principal or Deputy Principal.
- Níl sé d'iachall ar aon mhúinteoir cóir leighis nó drugaí a thabhairt do dhalta.
No teacher can be required to administer medicine or drugs to a pupil.
- I gcás éigeandála gheofar cúnamh cáilithe leighis chomh luath in Éirinn agus is féidir.
In emergency situations qualified medical assistance will be secured at the earliest opportunity.
- Ba cheart do thuismitheoirí/chaomhnóirí dalta a dteastaíonn cóir leighis rialta uaidh le linn uaireanta scoile, scríobh chuig an mBord le go dtabharfaidisean údarás do bhall den fhoireann an chóir leighis a thabhairt don dalta ar scoil.
Parents of a pupil requiring regular medication during school hours should write to the Board to authorise a member of staff to administer the medication in school.
- Beidh sonraí scríofa ó na thuismitheoirí/caomhnóirí ag teastáil ón mBord Bainistíochta (appendix 1):
 - (a) ainm an ghasúir
 - (b) ainm an leighis - cé mhéad spúnóg &rl.
 - (c) ar cheart don ghasúr fhéin a bheith freagrach as an gcóir leighis?

- (d) Cén uair ba cheart don mhúinteoir an leigheas a thabhairt
- (e) Síniú tuismitheora/caomhnóra ag tabhairt a gcead
- (f) Cén uair ba cheart teangabháil a dhéanamh le tuismitheoirí/caomhnóirí ?
- (g) uimhir teangabhála teileafóin i gcás éigeandála

Written details are required from the parent/guardian and the G.P. to the Board of Management giving (appendix 1):

- (a) *the name of the child;*
- (b) *name and dose of medication;*
- (c) *whether the child should be responsible for his/her own medication;*
- (d) *the circumstances in which medication is to be given by the teacher and consent for it to be given;*
- (e) *when the parent is to be notified and where s/he can be contacted.*
- (f) *Parents signature*

- Tá freagracht ar an tuismitheoir/caomhnóir a chinntiú chuile mhaidin go bhfuil an múinteoir a bhfuil sé d'údarás aige an chóir leighis a thabhairt, ar scoil, mura bhfuil socrú eile déanta go háitiúil.
It is the parent's responsibility to check each morning whether or not the authorised teacher is in school unless an alternative arrangement is made locally.
- Má tá anó nó tinneas an-dáiríre ar dhalta is go bhféadfadh sé a beith i mbaol báis, ba cheart dó a bheith scríofa go soiléir céard ba cheart/nár cheart a dhéanamh i gcás éigeandála ag inseacht go díreach cén rud a d'fhéadfadh a bheith contúirteach don ghasúr.
Where children are suffering from long term /life threatening conditions, parents and G.P. should outline clearly in writing, what can and can't be done in a particular emergency situation, with particular reference to what may be a risk to the child. (appendix 2)
- Ba cheart do na tuismitheoirí /caomhnóirí an Bord Bainistíochta (agus baill den fhoireann a bhfuil údarás acu) a shlánú ó aon fhreagracht nó dliteanas a d'fhéadfadh a bheith i gceist maidir le tabhairt amach leighis sa scoil. Cuirfidh an Bord Bainistíochta lucht árachais na scoile ar an eolas dá réir.
Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly.

- Má tá aon athrú sa leigheas (nó an méid leighis atá le tabhairt) ba cheart an scoil a chur ar an eolas láithreach le treoracha scríofa ag míniú cén chaoi leis an leigheas a stóráil agus a thabhairt.
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.
- Siad na tuismitheoirí/caomhnóirí atá freagrach as an chóir leighis a chur ar fáil agus ba cheart dóibh go hiondúil cúntas a choinneáil le cinntiú go bhfuil an chóir leighis ar fáil.
Parents are responsible for the provision of medication and should keep account to ensure that the medication is available and that it is not out of date.
- Coiméadtar an leigheas go sábhálta san oifig agus tabharfar don páiste é ann.
Medication will be kept securely in the office and will be administered from there.
- Ba cheart do thuismitheoirí / chaomhnóirí iarratas nua a dhéanamh ag tús chuile scoilbhliain.
A request for the administration of medication should be renewed at the beginning of each school year.

Ba cheart do thuismitheoirí/chaomhnóirí na nósanna imeachta seo a thuiscint go soiléir sula gcuirtear aon iarratas chuig an mBord Bainistíochta.
Parents should ensure that these procedures are clearly understood before submitting any request to the Principal.

Treoirínte le haghaidh páistí le h-ailléirgí/

The following guidelines are in place with regard to pupils with Allergies.

1. Tugtar eolas faoin ailléirge d'aon ball foirne atá ag deileáil leis an bpáiste.
Staff dealing with the pupil are made aware of the allergy.
2. Moltar do pháistí eile gan bia/lón a roinnt le éinne eile.
Advise children not to offer or exchange foods, sweets, lunches etc.
3. Tógtar aon leigheas má bhíonn an páiste ag fágáil na scoile I gcaitheamh an lae.
If going off-site, medication (if applicable) must be carried.

**Sa chás go mbeadh frithghníomhú ailléirgeach ag páiste/
In the event the pupil has an allergic reaction**

Tá sé tábhachtach an páiste a choiméad ciúin, socair agus ligint dó/di analú go mall mar beidh mí-chompórd á m(h)othú aige/aici. Más féidir, tabhair deoch uisce dó/di. Tugtar leigheas (epi-pen, antihistamine) don páiste de réir na treoracha thuas.

It is important that the pupil be kept calm to allow him to breathe calmly as he will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. Medication (eg. Epi-pen, anti-histamine) will be administered according to the guidelines above.

**Comharthaí turraing anaifíolachtach/
Indicators of shock include**

Seo roinnt comharthaí go bhfuil turraing anaifíolachtach ag teacht ar pháiste: Carsán, deacrachtaí analú, pian sa bholg, crampa, urlacan agus buinneach. *Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.*

Cuirtear glooch láithreach ar na tuismitheoirí/ar an ndochtúir tar éis frithghníomhú ailléirgeach.

Parents/GP will be called immediately following allergic reaction.

**Garchabhair/
First Aid**

Tá bosca leigheas lán le fail san oifig agus tógtar bosca nuair atá na páistí páirteacht I ngníomhachtaí eis-curraclar - turasanna scoile, cluichí peile/iománaíocht srl.

A full medical kit is available in the office and taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

Istigh sa bhosca tá ciarsúir antaiseipteach, bindealáin antaiseipteach, bindealáin triantánach, olann cadáis, siosúir srl.

The first aid box should contain anti-septic wipes, anti-septic bandages, triangular bandages, cotton wool, scissors etc.

Tá uimreacha tábhachtach I gcás éigeandála le fail ann chomh maith - dochtúir áitiúil, otharcharr, banaltra, ionad na nimheanna srl.

The first aid box should also contain a laminated list of emergency contact numbers eg. Ambulance, Local GP, Poisons centre, Public health nurse, etc.

Rinne foireann na scoile cúrsa garchabhair do pháistí ar an 12ú Éanáir 2013 agus tá said cáilithe garchabhair bunúsach a thabhairt do pháistí.

All staff in the school completed a pediatric first aid course on the 12th January 2013 and are qualified in administering basic first aid to children.

Má tharlaíonn timpiste sa chlós, téann an páiste go dtí seomra na múinteoirí/oifig.

Any injuries in the playground during break times should be sent to the staff room/office.

Tá dualgas ar thuismitheoirí, aon ghortú a tharlaíonn ar scoil a imscrúdú sa bhaile.

Any First Aid rendered by the school is intended to be purely of a temporary nature. Injuries should be fully examined by parents/guardians when children arrive home.

I gcás timpiste/gortú atá tuilleadh aird ag teastáil cuirtear glooch ar na tuismitheoirí. Muna féidir teach tar an dtuismitheoir tógtar an páiste don dochtúir. (Tá cead é seo a dhéanamh ar an bhfoirm iontrála.)

In the case of an injury / accident which requires further attention, the parent / guardian is informed. If they cannot be contacted, the child is taken for medical attention where necessary. (Permission is sought on enrolment form.)

Tá "leabhar timpistí" san oifig. Scríobhtar sonraí aon thimpiste anseo.

The details of all accidents are recorded in the Accident Report Book which is kept in the office.

Éigeandálaí/ Emergencies

I gcás éigeandála, ní féidir le múinteoirí ach a ndícheall a dhéanamh cabhrú leis an bpáiste agus é/í a chosaint. Faightear cóir leighis cáilithe chomh luath agus is féidir.

In the event of an emergency, teachers should do no more than is 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.

Nuair nach féidir cóir leighis a fháil ar an suíomh, is féidir le múinteoirí an páiste a thógáil go dtí an dochtúir gan moil. Cuir glooch ar na tuismitheoirí 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 the local GP without delay. Parents will be contacted simultaneously.

Chomh maith le sin, caithfidh tuismitheoirí múinteoirí a chur ar an eolas I scríbhinn faoi aon riocht sláinte atá ag an páiste.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Tá liosta sonraí tuismitheoirí/caomhnóirí le fáil sa scoil. Déantar é a uasdáthú I Méan Fómhair gach bliain.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.

Moltaí ginearálta/ General Recommendations:

Ba choir do aon pháiste tinn fanacht sa bhaile. Ní thugtar cead do pháistí fanacht isteach am lóin. Níor chóir do aon pháiste atá ró-bhreoite súgradh lena gcairde a bheith ar scoil.

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

Ba cheart do thuismitheoirí an scoil a chur ar an eolas má bhíonn páiste as láithair de bharr ionfhabhtú/galar. Tugtar eolas do thuismitheoirí de réir na treoracha sa leabhar "infection in schools - a guideline for school personnel." *Parents should notify the school if children are absent due to infection, minor or otherwise. Other parents will be informed in accordance with the guidelines in "infection in schools - a guideline for school personnel."*

Daingniú/Athbhreithniú/Cur I bhfeidhm Ratification/review/implementation

Cuireadh an plean seo faoi bhráid an bhoird ar an 19ú Feabhra 2013. Déanfar athbhreithniú air má tharlaíonn aon eachtra sa scoil nó nuair a chláraíonn páiste le riocht sláinte ach ar a déanaí Feabhra 2015. Cuirtear an bplean seo I bhfeidhm I Feabhra 2013. *This policy was ratified by the BoM in February 2013. It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than February 2015. The new policy has been implemented since February 2013.*

Gaelscoil Dhochtúir Uí Shúilleabháin

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Dáileadh Leighis Ar Scoil/ Administration of Prescription Medicines At School

Ainm an Pháiste/ Child's name: _____

Ainm agus Méid an Leighis/ Name and Dose of medicine: _____

Eolas Stórála/Storage Information: _____

An bhfuil an páiste ábalta an leigheas a thabhairt do/di féin?/ Can the child self-administer the prescribed medication?

Sea/Yes:

Ní Hea/No:

Cathain gur cheart an leigheas a thabhairt?/ When should the medicine be given? _____

Tugaim _____ (ainm i bprionta) cead do mhúinteoir leigheas a thabhairt do mo pháiste ar scoil./ I _____ (print name) give permission to a teacher to administer the medicine to my child.

Síniú/Signature: _____

Eolas teagmhála an tuismitheora/chaomhnóra./Contact details for parent/guardian.

Fón Baile/ Home Phone Number: _____

Fón Oibre/ Work Phone Number: _____

Fón Póca/ Mobile Phone Number: _____

I _____ (print name) indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.

Síniú an Tuismitheora/Caomhnóra/Parent/Guardian

Signature: _____

Dáta /Date: _____

Appendix 2
I gcás éigeandál, lean na treoracha seo/
Emergency Procedures

Má léiríonn _____ aon dos na siomptáim seo a leanas, lean an gnáthamh mar atá leagtha amach thíos.

In the event of _____ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Siomptáim/ Symptoms:

Gnáthamh/Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Le cur san áireamh/To include:

Glaigh ar 999/112, na seirbhísí éigeandála, tuismitheoirí.

Dial 999/112 and call emergency services. Contact Parents

Eolas teagmhála an tuismitheora/chaomhnóra./Contact details for parent/guardian.

Fón Baile/ Home Phone Number: _____

Fón Oibre/ Work Phone Number: _____

Fón Póca/ Mobile Phone Number: _____

Eolas teagmhála an dhochtúra/Contact details for doctor

Fón oibre/Phone number: _____