



Polasaí i leith Cógas a Riaradh

Tá an cháipéis seo i gcomhréir le treoirínte eisithe ag (Eagraíochtaí Bainistíochta na mBunscoileanna) agus an CMÉ.

Réamhrá

Cé go bhfuil dualgas ar an mBord Bainistíochta sláinte agus sábháilteacht daltaí a chaomhnú agus iad i mbun gníomhaíochtaí údaraithe, ní chiallaíonn sin go bhfuil dualgas ar mhúinteoirí cógais a riaradh go pearsanta.

Iarrann an Bord Bainistíochta ar thuismitheoirí a chinntiú go gcuirfear an fhoireann ar an eolas, i scríbhinn, maidir le riocht míochaine ar bith a bheadh i dtaobh a gcuid páistí. Ba chóir an teolas seo a chur in iúl nuair a chláraítear an dalta nó nuair a thagann an riocht míochaine chun solais nó ag am éigin níos déanaí.

Sa pholasaí seo, sé is brí le cógas ná cóir leighis a dtugtar de bhéal amháin, idir cógais, taibléidí agus spraeanna.

Ábhar an Pholasaí

1. Nós imeachta le leanúint ag thuismitheoirí a dteastaíonn uathu go riarfaí cógas ar a gcuid páistí.

- Ba chóir go seolfadh an thuismitheoir/caomhnóir, i scríbhinn, iarratas go dtí an Bord Bainistíochta ag lorg ball foirne a bheith údaraithe chun an cógas a thabhairt, nó chun monatóireacht a dhéanamh ar fhéinghlacadh an chógais
- Tá sé mar riachtanas ar thuismitheoirí treoir i scríbhinn a thabhairt maidir leis an nós imeachta a bheidh le leanúint i dtaobh cógas a ghlacadh agus a stóráil. (féach Aguisín 1)

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- Tá freagracht ar thuismitheoirí a chinntiú go dtagann an cógas chuig an scoil, agus go dtugtar an cógas do dhuine fásta freagrach, agus a chinntiú go bhfuil a dhóthain den chógas ar fáil.
- Tá sé de dhualgas freisin ar thuismitheoirí slánaíocht a thabhairt don Bhord agus baill foirne údaraithe i dtaobh dliteanas ar bith a d'fhéadfadh a bheith i gceist maidir le cógas ar oideas dochtúra sa scoil. Cuirfidh an Bord árachóir na scoile ar an eolas dá réir sin.
- Is gá athruithe sa chógas ar oideas dochtúra (nó méid dáilleoige) a chur in iúl láithreach don scoil le treoir soiléir i scríbhinn maidir leis an cógas nua a ghlacadh agus a stóráil.
- I gcásanna ina bhfuil páistí i mbaol báis ó bhreiteacht, ba chóir do thuismitheoirí a chur in iúl, go soiléir i scríbhinn, cad ba chóir agus cad nár chóir a dhéanamh i gcás práinne áirithe, ag díriú ar a bhfuil mar phriacal ar an bpáiste.
- Is gá do thuismitheoirí uimhir ghutháin éigeandála a thabhairt lenar féidir teacht orthu i gcás práinne.

Nósanna imeachta le leanúint ag an mBord Bainistíochta

- Is féidir leis an mBord, tar éis machnamh a dhéanamh air, ball foirne a údarú le cógas a riaradh do dhalta, nó le monatóireacht a dhéanamh ar fhéin-ghlacadh an dalta féin.
- Cinnteoidh an Bord go bhfuil an duine údaraithe oile i gceart conas an cógas a riaradh.
- Cinnteoidh an Bord go bhfuil slánaíocht ar fáil ó na tuismitheoirí maidir le dliteanas ar bith a d'fhéadfadh a bheith i gceist maidir le riaradh cógais.
- Ba chóir don mBord an t-eolas cuí a chur ar fáil d'árachóirí na scoile gan mhoill.
- Ba chóir don mBord socruithe cuí a dhéanamh chun cógas a stóráil; ba chóir freisin socruithe a dhéanamh chun na nósanna imeachta a chur i bhfeidhm sa chás go mbíonn an ball foirne údaraithe as láthair.

2. Dualgais Ball Fóirne

- Ní cóir riamh go mbeadh de dhualgas ar bhall fóirne cógas a thabhairt do dhalta.
- Ball fóirne a bhíonn sásta cógais a riaradh, ba chóir go mbeadh nósanna imeachta soiléire leagtha amach chuige seo agus go mbeadh sé le tuiscint go bhfuil sábháilteacht ag baint leis.
- Ba chóir treoir scríofa maidir le riaradh an chógais a bheith ar fáil.
- Ní cóir cógas a riaradh gan cead speisialta a bheith fachta ón mBord Bainistíochta.
- Agus iad ag riaradh cógais do dhaltaí, ba chóir go mbeadh na baill fóirne ag feidmiú mar a dhéanadh tuismitheoir stuama díograiseach..
- Ba chóir tuairisc scríofa a choiméad i dtaobh dáta agus am riartha. (Aguisín 2)
- I gcás éigeandála, ní cóir don bhfoireann gan ach an méid is lú a dhéanamh chun freastal ar an dalta maidir le ró-anacair a mhaolú nó breis damáiste a sheachaint. Ba chóir fios a chur gan mhoill ar lucht leighis cáilithe nuair a tharlaíonn éigeandáil.
- Ba chóir dul i dteagmháil leis na tuismitheoirí nuair a bhíonn fadhb nó éigeandáil i gceist.

Sínithe Cathaoirleach an Bhoird:

Séamus Caomhánach

 2ú Deire Fomhair 2018



Administration of Medication Policy

This policy is formulated in accordance with guidelines issued by the (Primary Schools' Managerial Bodies) and the Irish National Teachers' Organisation.

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 teachers 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 only.

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. (see Appendix 1)

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- 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.
- 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.
- In administering medication to pupils, staff members will exercise the standard of care of a reasonable and prudent parent.
- A written record of the date and time of administration will be kept. (Appendix 2)
- In emergency situations, staff should do no more that 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.

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- Parents should be contacted should any questions or emergencies arise.



Administration of Medication to Students

Request to Board of Management of Gaelscoil Liatroma

1. I / We, the parents / guardians of ask the Board of Management of Gaelscoil Liatroma to allow a member of staff to give medication to my child
2. I enclose a letter from Dr. Stating:
 - (a) Why the medication is needed
 - (b) Name of medication
 - (c) Time the medication should be administered
 - (d) Dosage to be administered
3. Should there be any change in medication, I/we will write to the Board of Management before this change takes place to notify them of same
4. I /We understand that the school's insurers will be notified of this arrangement
5. I/We indemnify the Board of Management in respect of any liability that may arise regarding the administration of the medication

Signed: Signed:

Parent / Guardian

Parent / Guardian

Date:..... Date:.....



Cógas a dháileadh ar mhic léinn

Iarratas ar Bhord Bainistíochta Gaelscoil Liatroma

1. Iarraim/id, tuismitheoir/í/caomhnóir/íar Bhord Bainistíochta Gaelscoil Liatroma, cead a thabhairt do bhall foirne cógas a riaradh ar mo pháiste
.....
2. Tá litir iniata ón Dr ag cur in iúl
 - (a) cén fáth go bhfuil gá le cóir leighis
 - (b) ainm an chógais
 - (c) cathain is cóir an cógas a riaradh
 - (d) dáileogacht an chógais
3. I gcás go ndéanfaí athraithe ar an gcóir leighis seo, cuirfidh mé/cuirfimid an scéal in iúl don mBord Bainistíochta roimh ré
4. Tuigim/id go gcuirfear árachóirí na scoile ar an eolas faoi seo.
5. Deirim/id an Bord Bainistíochta a shlánú i dtaobh dliteanas ar bith a d'fhéadfadh a bheith i gceist ag éirí as an gcógas a riaradh.

Sínithe Sínithe.....
Tuismitheoir/Caomhnóir Tuismitheoir/Caomhnóir

Dáta

Dáta