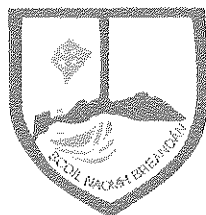


St. Brendan's NS
Cartron Point
Sligo



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Principal: Marie Hurley B.Ed

St. Brendan's NS Policy on the Administration of Medication and the Management of Chronic Health Conditions in School

Introduction:

Teachers have a professional duty to safeguard the health and safety of pupils both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. We also have a responsibility to ensure that our school environment is favourable to the inclusion of pupils with chronic health conditions. This does not imply a duty upon teachers personally to undertake the administration of medication or to supervise children taking them. Indeed, it is important that teachers do not take responsibility for administering any medication which, if administered incorrectly or for other reasons, could have a damaging effect on a child. Teachers will always be prepared to help when an accident or emergency situation arises – by contacting parents/guardians or by calling a doctor or ambulance.

This policy on the Administration of Medication was drafted through a collaborative school process and was ratified by the Board of Management in February 2018. This policy was reviewed again in 2021.

Rationale:

The policy as outlined was put in place to;

- Follow the guidelines "Managing Chronic Health Conditions in School" and abide by its guiding statements
- Clarify areas of responsibility
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

Relationship to School Ethos:

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of this Policy:

The aim of this policy is to clarify areas of responsibility and to lay down procedures for administering medication to children. The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises
- Fulfill the duty of the BoM in relation to Health and Safety requirements

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- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians
- To ensure that the whole school environment is inclusive and favourable to students with chronic conditions.
- To ensure that school personnel understand that certain chronic conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Parents have a duty to inform the school of such a condition and provide the necessary medical equipment to respond to emergencies.
- To ensure that the school has clear guidance on the administration and storage of medication and necessary equipment at school.
- To ensure that staff understand the common chronic health conditions that affect students at this school. Staff receive appropriate training on chronic conditions and what to do in an emergency

Creating a good school environment of pupils with chronic conditions:

- A. This school ensures that the whole school environment is inclusive and favourable to students with a chronic condition. This includes the physical environment, as well as social, sporting and educational activities.**

What we aim to achieve

EDUCATION AND LEARNING

- This school ensures that students with chronic conditions can participate fully in all aspects of the curriculum and does its best to provide appropriate adjustments and extra support as needed.
- If a student is missing a lot of school time, has limited concentration or is frequently tired, all teachers at this school understand that this may be due to a chronic condition.
- Staff use opportunities such as social, personal and health education lessons to raise awareness of chronic conditions amongst students and to create a positive social environment.

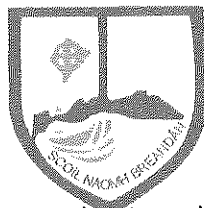
SOCIAL INTERACTIONS

- This school ensures the needs of students with chronic conditions are adequately considered to ensure their involvement in structured and unstructured social activities, during breaks, before and after school.
- This school ensures the needs of students with chronic conditions are adequately considered to ensure they have full access to extended school activities such as clubs and school excursions.
- Staff at this school are aware of the potential social problems that students with chronic conditions may experience. Staff use this knowledge to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

EXERCISE AND PHYSICAL ACTIVITY

- This school ensures all teachers and external sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.

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- This school ensures all teachers and external sports coaches understand that students should not be forced to take part in an activity if they feel unwell.
- Teachers and external sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all teachers and sports coaches are aware of the potential triggers for a student's condition(s) when exercising and how to minimise these triggers.
- This school ensures all students have the appropriate medication and/or food with them during physical activity and that students take them when needed.
- This school ensures all students with chronic conditions are actively encouraged to take part in out-of-school activities and team sports.

SCHOOL EXCURSIONS

- Risk assessments are carried out by this school prior to any out-of-school visit and chronic conditions are considered during this process. Factors the school considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered and where help can be obtained in an emergency.
- This school understands that there may be additional medication, equipment or other factors to consider when planning tours.

B This school has a clear communication plan for staff and parents* to ensure the safety of all students with a chronic condition. The term 'parent' implies any person with parental responsibility such as foster parent, carer, guardian or local authority.

What we aim to achieve:

All parents are informed and reminded about this school's 'Managing Chronic Health Conditions' guidelines:

- By including the guiding statement in the school's Parent Handbook given to all new parents when their child is enrolled as a new student
- Via the school's website/Facebook page
- In the school's newsletter once a year

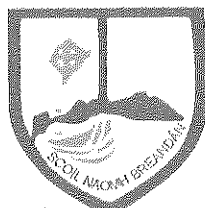
Parents of children with a chronic condition are informed and reminded about this school's 'Managing Chronic Health Conditions' guidelines:

- At the start of the school year when communication is sent out about the Healthcare Plan

School staff are informed and regularly reminded about the 'Managing Chronic Health Conditions' guidelines:

- Through updates with a copy for all staff including substitute/temporary teachers and coaches
- At scheduled chronic conditions training sessions
- Through key principles of the school guidelines being displayed in several prominent staff areas at school
- Through school-wide communication about results of the monitoring and evaluation of the guidelines
- Students are informed and regularly reminded about the 'Managing Chronic Health Conditions' guidelines in social, personal and health education (SPHE) classes.

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- The responsibilities of school staff and parents of students with a chronic condition are set out in a written format and clearly understood by all parties in the Healthcare Plan and Emergency Plan for each condition.
- Healthcare Plans are used to create a centralised register of students with medical needs. The Principal has responsibility for the register at this school.
- The Principal follows up with the parents on any further details on a student's Healthcare Plan required, or if permission for administration of medication is unclear or incomplete.

ONGOING COMMUNICATION AND REVIEW OF HEALTHCARE PLANS

- Parents of students at this school are regularly reminded to update their child's Healthcare Plan with changes to things such as their symptoms (getting better or worse) or their medication.
- Staff at this school use opportunities such as teacher-parent meetings to check that information held by the school on a student's condition is accurate and up to date.
- All students with a Healthcare Plan at this school have their plan routinely discussed and reviewed at least once a year.

STORAGE AND ACCESS TO HEALTHCARE PLANS

- Parents of students at this school are provided with a copy of the student's current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location in the Principal's Office and a further copy is kept securely in the classroom of the relevant child.
- All members of staff who work with students have access to the Healthcare Plans of students in their care.
- The school ensures that substitute/temporary teachers are made aware of (and have access to) the Healthcare Plans of students in their care.
- This school ensures that all staff protect student confidentiality.
- This school seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

USE OF HEALTHCARE PLANS

Healthcare Plans are used by this school to:

- Inform the appropriate staff and substitute/temporary teachers about the individual needs of a student with a chronic condition in their care
- Remind students with chronic conditions to take their medication when they need to and if appropriate, remind them to keep their emergency medication with them at all times
- Identify common or important individual triggers for students with chronic conditions at school that bring on symptoms and can cause emergencies. This
- school uses this information to help reduce the impact of common triggers

C This school understands the importance of medication being taken as prescribed and the need for safe storage of medication at school.

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What we aim to achieve

ADMINISTRATION – EMERGENCY MEDICATION

- 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 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 or SNA who is willing and confident to administer medication to a student can do so under controlled guidelines. This teacher/SNA 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.
- Meeting the Guiding Statement

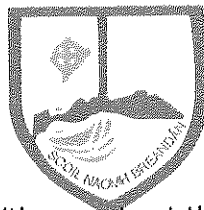
SAFE STORAGE – EMERGENCY MEDICATION

- 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 ensure that medication is only accessible to those for whom it is prescribed.

SAFE STORAGE – GENERAL

- The Principal ensures the correct storage of medication at school.
- At the beginning of each term, the principal checks the expiry dates for all medication stored at school. This is the responsibility of the parent as well.
- The Principal, 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.

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- All medication is sent home with parents at the end of the each term. Medication is not stored at school during holiday periods. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of each new term.

SAFE DISPOSAL

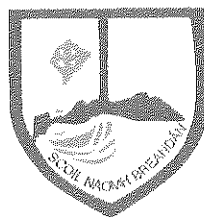
- Parents at this school are asked to ensure that an adult collects out-of-date medication.
- Sharps boxes are used for the disposal of needles. (A sharps box is a small yellow plastic container with a protective lid that is used for the disposal of used needles). Parents must provide the school with 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 (class teacher or SNA) 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.

D Staff understand the common chronic health conditions that affect students at this school. Staff receive appropriate training on chronic conditions and what to do in an emergency.

What we aim to achieve

- All staff at this school are aware of the most common chronic conditions.
- 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.
- The staff who work with students who have a chronic condition at this school receive training and know what to do in an emergency by following the school's Emergency Plan for each condition.
- Action for staff to take in an emergency for the most common conditions at this school is displayed in prominent locations for all staff.
- This school regularly holds training on common chronic conditions. A log of the managing chronic conditions training is kept by the school in the Principal's Office and reviewed every 12 months to ensure all new staff receive training.
- All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff that have completed the relevant training and records the date when retraining is necessary.

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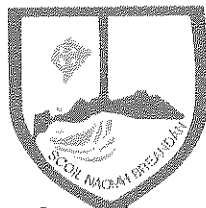


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In –School Procedures for the Administration of Medication, in keeping with the guidelines from the Managing Chronic Health Conditions at School as above:

- Parents are required to complete a Health/Medication form when enrolling their child/ren in the school.
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class, particularly at the start of each academic year.
- Parents will make an appointment with the Principal to discuss the child's illness and arrangements for administering the medication. The request for administration of medication must then be put in writing to the Board of Management. This should contain the following:-
 - - Child's full name and address.
 - The name of the medication to be administered.
 - The exact dosage and time of administration
 - When the parent is to be contacted and where s/he can be contacted.
 - Signature of parent/guardian.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.
- Medication should be handed to the Principal/ class teacher and kept stored securely at all times.
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent. The school generally advocates the self administration (e.g. inhalers) 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.
- If it cannot be self-administered, medication will be administered by the Principal, class teacher or staff member so delegated by the Principal.
- Where there are changes in dosage or time of administration, parent/guardian must write a letter or email requesting these changes.
- Written request for administering of medication should be renewed at the beginning of each school year.
- Under no circumstance will non-prescribed medicines be either stored or administered in the school.
- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management
- It is not recommended that children keep medication in bags, coats, etc.

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- Arrangements for the storage of certain emergency medicines (eg inhalers for pupils with asthma or epipen/zirtec for pupils with severe allergies) which must be readily accessible at all times, must be made with the Principal
- A small quantity of prescription drugs will be stored in the Secretary/Principal's Office or Staffroom (when refrigeration is required) if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage
- A written record of the date and time of administration must be kept by the person administering it
- Parents should check each day with their child that the medication has been taken.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted
- Where the medical needs of a pupil are of a serious nature eg epilepsy, diabetes, nut allergy a separate policy procedure is formulated following the guidelines from the Managing Chronic Health Conditions at School manual
- Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child. If emergency medication is necessary, arrangements must be made with the Board of Management.
- Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
- Emergency medication must have exact details of how it is to be administered
- The BoM must inform the school's insurers accordingly
- Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school
- All correspondence related to the above are kept in the school in the Principal's Office.

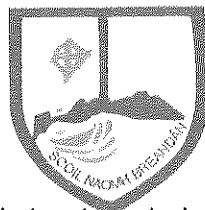
The following guidelines are in place with regard to pupils with a Nut Allergy

- Staff dealing with the pupil do not eat nuts or any item with nut traces
- All parents will be asked to ensure that foods containing nuts are not eaten during the school day and not included in children's lunch boxes
- Advise children not to offer or exchange foods, sweets, lunches etc.
- If going off-site, medication must be carried.
- Cleaning of hands and sanitising of high-touch surfaces eg door handles will be facilitated as far as is practicable

Emergencies:

- 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.

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- Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, an ambulance will be called without delay. Parents will be contacted simultaneously.
- 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.

First Aid:

- All teachers will be expected to deal with all instances of minor first aid with the support of SNA staff.
- If a child suffers an injury, it will be assessed by the class teacher or if it happens in the playground, the teacher on duty who is nearest to the child.
- Any injuries on yard must be noted in the yard book.
- A note must be sent home if the child obtained a minor injury and parents MUST be informed if a plaster has been applied to a cut or graze.
- It is our policy to take all head injuries seriously and alert parents in all instances.
- For more serious cuts/ injuries help from a teacher with First Aid training should be acquired and the Principal/Deputy Principal informed immediately.
- In the event of an emergency, if any staff member in school is concerned for the health and safety of the child following an injury, they should call 999/112 if appropriate.
- Children will only be taken to hospital by ambulance or directly by their Parents. Teachers of the school will not transport children to hospital in their cars.
- The same first Aid procedures will be followed for school activities off site.
- Injuries obtained off-site during school trips will be dealt with in the manner outlined in this policy.
- Although all playgrounds, trips and tours are supervised by more than one adult, teachers are encouraged to bring their phones when on supervision duties in case they need to call for additional help.

First Aid Boxes:

- A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.
- A first aid box is kept in the office, the isolation area and in An Cuan containing anti-septic wipes, anti-septic bandages, sprays, steri-strips, cotton wool, scissors etc.
- Each yard duty rota will have an assigned minor injuries kit containing gloves, hypo-allergenic plasters, antiseptic wipes, single-use ice pack, tissues. Disposable surgical gloves must be worn at all times when treating an injury. [note: first aid kits should be kept out of reach of pupils for health & safety reasons]
- Each year, parents will be given an option to opt-in/out of the use of first aid items with their child and to let the school know of any potential allergies that might prohibit the use of the minor injuries kit.

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General Recommendations:

- 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. Pupils should not return to school until 48 hours symptom free.

Roles and Responsibilities:

The BOM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Deputy Principal is the Safety Officer and is responsible for the replenishment of First Aid Boxes.

Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria;

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review:

This policy was reviewed and ratified in Feb 2022.

Implementation:

All staff members, parents and school community are responsible for the successful implementation of the policy. The Principal and Board of Management will review this policy annually.

Signed:

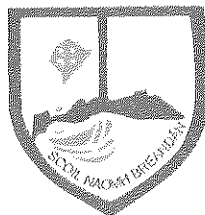
Date:

Marie Rooney

25/02/2022

Chairperson on behalf of the Board of Management

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Local authorities, schools and Boards of Management are responsible for the health and safety of students in their care.

Pieces of legislation that directly affect managing chronic health conditions guidelines are 'The Disability Act 2005' and 'Education for Persons with Special Educational Needs Act 2004' (EPSEN).

These acts make it unlawful for service providers, including schools, to discriminate against people with disabilities. Other relevant legislation include the 'Education Act 1998', 'The Safety, Health and Welfare at Work Act 1989' and the 'Irish Medicines Board Act 2006'.

This section outlines the main points from the relevant legislation.

Disability Act 2005 and the Education for Persons with Special Educational Needs Act 2004

Many students with chronic conditions are protected by the 'Disability Act 2005' and 'EPSEN', even if they don't think of themselves as 'disabled'. Schools responsibilities include:

- Not to treat any student less favourably in any school activities without sustainable justification.
- To make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other students.
- To promote disability equality in line with the guidance provided by the 'EPSEN'.

The Education Act 1998

This act makes provision for the education of every person including any person with a disability or a person with any other educational needs. It provides for the role and responsibilities of the principal and teachers.

Safety, Health and Welfare at Work Act 1989

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers principals and teachers, non-teaching staff, students and visitors.

Irish Medicines Board Act 2006

This act specifies the way that medicines are prescribed, supplied and administered.

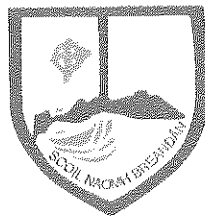
Additional guidance

- Child Protection Guidelines and Procedures. For primary schools, the revised guidelines are based on Children First, which is the title of the overarching national guidelines for all institutions published by the Department of Education.

Also see

- Healthy Eating Programme

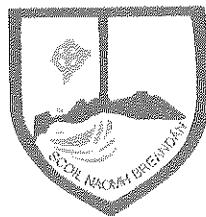
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- The National Children's Strategy 2000
- Misuse of Drugs Act 2009
- Equal Status Acts 2000-2008
- Children Act 2001

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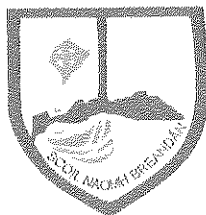
I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed _____ Parent/Guardian

_____ Parent/Guardian

Date _____

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Appendix 1

Medical Condition and Administration of Medicines

Child's Name: _____

Address: _____

Date of Birth: _____

Emergency Contacts

1) Name: _____ Phone: _____

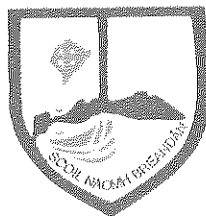
2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

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Medical Condition:

Prescription Details:

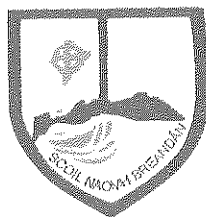
Storage details:

Dosage required:

Is the child to be responsible for taking the prescription him/herself?

What Action is required

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Appendix 2

Allergy Details

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

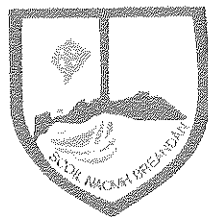
Dosage required: _____

Administration Procedure (When, Why, How)

Signed: _____

Date: _____

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Appendix 3

Emergency Procedures

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

Symptoms: _____

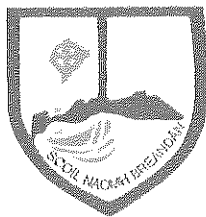
Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

To include: Dial 999 and call emergency services.

Contact Parents

St. Brendan's NS
Cartron Point
Sligo



Telephone: 071 9145449
E-mail: stbrens.ias@eircom.net
Principal: Marie Hurley B.Ed

Appendix 4

Record of administration of Medicines

Pupil's Name: _____

Date of Birth: _____

Medical Condition: _____

Medication: _____

Dosage Administered: _____

Administration Details (When, Why, How)

Signed: _____

Date: _____