



## **SAMPLE GUIDELINES FOR MANAGING STUDENTS HEALTH IN PRESENTATION COLLEGE, BRAY.**

*Presentation College Bray ensures that the whole school environment is inclusive and favourable to students with health conditions chronic or occasional.*

*The College understands 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,*

### ***Definition of Chronic Conditions***

*Chronic conditions are defined as long term, persistent health issues lasting one year or more that generally cannot be cured but require ongoing management, treatment and monitoring. Key examples include Cardiovascular Disease, Diabetes, Asthma, Chronic Obstructive Pulmonary Disease (COPD), [long term lung condition].*

*The College has clear guidance on the administration and storage of medication and necessary equipment at school.*

*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.*

The College endeavours to be aware of any health issues affecting our students. To this end, it is the responsibility of the parent/guardian to advise the school in writing of any changes in the student's health, which may affect his general wellbeing while attending the College.

### **MEDICINES**

Students who suffer from Asthma are responsible for their own inhalers and should carry them on their person at all times. Diabetic, anaphylactic or other medication can be stored in the first aid room should a parent/guardian request this facility. It is the normal policy of the school not to administer medication to students and we do not carry a supply of analgesics in our first aid package. In the case of diabetic or anaphylactic episodes, staff may administer the medication for the student. *Any medication held by the school for a particular student should be delivered to the school clearly marked with the students' name. Medication will not be held by the school over holidays and to this end parents must ensure that it is collected by an adult at half- term and term end. It is the*

*parents/guardians responsibility to ensure that all medicines are within the expiry date. Should the student's medication be delivered by injection i.e. insulin pens, a sharps box must be provided to the school by the parent/guardian.*

## **RECORDS**

A register is kept of all students who suffer from chronic conditions such as asthma, diabetes etc. Each Year Head will have a copy of this for their relevant year and they will advise teachers of any conditions pertaining to a particular student. A master copy of all records will be kept on file. These records will be updated when necessary on receipt of written advice from the student's parent/guardian.

## **FIRST AID**

Several key personnel working in the school are appointed first-aid responders and receive training in basic first-aid and refresher training when necessary. Information sheets on treating the more common chronic conditions such as asthma etc. will be posted around the school.

## **CONTACTING PARENTS/GUARDIANS IN THE EVENT OF ILLNESS/ACCIDENTS**

Any student who feels unwell or suffers an accident should inform the teacher who will arrange to have the student accompanied to the office. The office staff will firstly attend to the students needs and administer first aid if necessary. They will then endeavour to contact the parent/guardian to inform them and where appropriate ask them to collect their son from school. In the event where we cannot make contact with the parent/guardian the student will be cared for in the first-aid room until such time as contact can be made.

## **BOARD OF MANAGEMENT RESPONSIBILITIES**

- Provide A Supportive Learning Environment for students with specific health problems
- Develop school guidelines for management of such conditions during school and school outings.
- Identify all staff members who have responsibility for the student with a health condition
- Delegate a member of staff to maintain the school chronic conditions register

- Arrange for health management training for staff members with responsibility for students with health conditions.
- Alert all school related staff members who teach or supervise a student with health conditions and ensure they are familiar with emergency procedures.
- Learn about chronic health conditions and be able to recognise the symptoms of such and how to respond to any episodes.
- Support and implement the Emergency Plans for chronic illness's agreed by the school and the student's parents.
- Support and implement the plan agreed for storage of medications.
- Provide a place of privacy for students to administer medication
- Advise the students and their parents of the Reasonable Accommodations provision in State examinations and of the arrangements in the event of seizures during in-house examinations.
- Develop and implement a health and safety policy to reduce exposure to allergens which may cause anaphylaxis in the student

## **TEACHERS RESPONSIBILITIES**

- Be prepared to recognise the triggers, respond to the signs and symptoms of chronic conditions and know what to do in an emergency.
- Maintain effective communication with parents including informing them if their child has become unwell at school
- Provide a supportive environment for the student to manage their condition effectively and safely at school. This may include avoiding triggers and taking their medication when required.
- Treat the student with a chronic condition the same as other students except when meeting medical needs
- Provide alternative options for students who may not participate in unplanned vigorous activity and ensure that students warm-up and pre-medicate as necessary
- Ensure that medication is stored in a safe and available place in the event of an acute episode
- Ensure that the student has the appropriate medication with them during any activity organised by the school
- In the event of a student with Diabetes, ensure the hypo-kit\* is stored in a safe place and available to the student in the event of hypoglycaemia. This hypo kit will be provided by the parent. Provide a supportive environment for the student to manage their diabetes effectively and safely at school. This may include unrestricted access to the bathroom, drinking water, snacks, blood glucose monitoring and taking insulin

\*HYPO-KIT EXAMPLE – contains blood glucose meter, testing strips, finger pricking device with lancets, Lucozade, glucose sweets, cereal bar, biscuits, Glucogel and Glucagon injection.

## **PARENTS/GUARDIANS RESPONSIBILITIES**

- Inform the school that their child has a medical condition
- Inform the school with specific information about their child's conditions including medication, devices used and the Emergency Plan outlining what to do in the case of an episode.
- Provide accurate emergency contact details and an up-to-date Healthcare Plan for their child.
- Inform school staff in writing of any changes in their child's health status.
- Provide the school with the necessary equipment to treat the condition, inhaler medications, spacer devices, anapens/epipens, (allergies - labeled emergency medical kit containing two auto injectors and may also contain antihistamine, asthma inhalers and other medications as prescribed), insulin injection pens, hypo-kit, ventilated pillow (epilepsy). Replenish supplies of emergency medication as needed.
- Ensure all medications, devices are clearly labeled with their child's full name and class.
- Ensure all medications/equipment are within the expiry date
- Bring medication home from school on the last day of each term/mid-term and return it to the school on the first day of each new term/mid term
- Provide information about their triggers which are relevant to the daily schedule.
- Inform school staff if a student is on a special diet (particularly in the case of school trips etc.)