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Health and Safety Policy

*Of Firhouse Educate Together National School*

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**Summary**

The Safety, Health and Welfare at Work Act, 1989 aims to make all work places, in this case, Firhouse Educate Together National School, safe and healthy. The Act covers all persons at the school and it requires, in so far as is reasonably practicable, that the Board of Management will protect the safety, health and welfare of everyone who works at the school.

The Board will provide and maintain, in so far as is reasonably practicable, a safe place of work and safe systems, and will provide the staff and ancillary employees with information and training to ensure their health and safety. Specifically the Board has produced a written Safety Statement (below) which specifies the manner in which the safety and health of staff, children and ancillary staff will be secured. Of particular importance are the requirements on health and safety issues.

Policy Statement on Safety, Health and Welfare at Work of the Board of Management of Firhouse Educate Together National School

The Board of Management is committed to securing high standards of health and safety in and around the school. It strives at all times to create a working and learning environment that is safe and healthy for all who use it, namely staff, pupils, parents/guardians and relevant members of the public. Firhouse Educate Together National School will apply the provisions of all applicable health, safety and welfare legislation and codes of practice to ensure that places and systems of work are safe and without risk to health. Continuous improvements in health and safety performance will be sought, but interventions will reflect the reality of identified risks.

**Procedures**

**1 Responsibilities**

**1.1 Board of Management**

The Board of Management is the employer of the school’s staff. As such, it has overall responsibility for ensuring healthy and safe places and systems of work for staff, as well as a duty of care to others who come into and/or use that part of the building/campus designated for use by Firhouse Educate Together National School, whether they use the building/school grounds during the school day or outside of school times.

The Board of Management will ensure that an up-to-date Safety Statement is in place and available for reading on the school’s website. It will undertake a risk assessment at least once per year and will ensure that identified hazards are eliminated or minimised as far as is reasonably practical. The Board of Management will devote sufficient resources to ensuring health and safety in the school and will ensure that there is adequate insurance in place to cover the activities of the school. The Board of Management will appoint at least one competent person to be the school Health and Safety Representative in order to assure health and safety compliance. This may be an external expert or a Board of Management member, but not the Principal or Teachers’ Representative on the Board of Management. The Board of Management will sanction relevant health and safety training for this person if necessary.

**1.2 Principal**

The Principal is the link between the Board of Management and the staff. The Principal will ensure that all staff, including temporary, part-time and substitute staff, receive induction, on-going training and regular information on health and safety matters and will consult with them, on behalf of the Board of Management, regularly on such matters. There will be one item at each staff meeting devoted to Health and Safety issues. The Principal will support and assist staff to enable them to reach correct decisions about health and safety and will check at intervals that safe working methods are being observed that are in accordance with school and statutory procedures. She will also receive and deal initially with any health and safety concerns that she receives from staff, parents/guardians and others.

The first assistant teacher will take on the duties of the Principal in her absence.

**1.3 Staff**

All staff, including temporary, substitute, ancillary and part-time staff, and also cleaning staff (who will be given a copy of this policy) are required to cooperate with the Board of Management and others to ensure that health and safety law in general, and this policy in particular, are implemented. They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. This applies to any work they do on behalf of the school, both within the school premises and outside. Specifically in terms of child welfare, teachers are in loco parentis and are expected to do what a reasonably careful parent would do in any situation involving risk.

The staff is required to attend any health and safety training that is deemed essential by the Board of Management, and are encouraged to undertake appropriate additional training. All training must be delivered by individuals/organisations competent to do so. Records of all health and safety training completed will be maintained by the school.

A member of staff will be appointed by the Board to act as Safety Representative. This representative has certain statutory rights including the right to appropriate training, to make reports and to investigate accidents. The Safety Representative will have the right to represent all employees on Occupational Health and Safety matters.

Teachers and other members of staff also have responsibility to take care to avoid injury, to co-operate with the Principal and Board in matters of safety, to use any means provided for their protection and to report to the Principal and Board any dangerous work situation they may encounter.

Staff must use available facilities and equipment and other forms of protection to ensure work practices are performed in the safest manner possible and must never intentionally or recklessly interfere with or misuse any such facilities, equipment or protection. Staff may not be under the influence of an intoxicant to the extent that it endangers their own or another person’s safety and must inform the Principal if they are suffering from any injury, disease or illness that adds to risks within the school. Any dangerous practices or situations that staff become aware of must be reported to the Principal and/or staff Safety Representative without unreasonable delay.

**1.4 Class teachers**

Once a pupil enters the school building at 8.30 a.m., the teachers are in loco parentis and thus primarily responsible for the child’s health, safety and welfare.

Care is taken to ensure that children remain inside the school premises during the school day; a security buzzer is located inside the front door and it must be used to exit the main school building.

Children are supervised throughout the school day by their class teachers and/or colleagues. If class teachers are absent, a substitute teacher may be called in as per DES regulations in relation to sick leave or other leave; and/or children may be divided up between the other classes for the school day. In cases of longer absences, substitute or temporary teachers may be engaged.

On occasion, a teacher may have to leave the classroom for a short period of time. If so, he or she will ensure that a colleague will provide temporary supervision cover. Sometimes children may be allowed to leave their classrooms for limited periods of time, normally in pairs, to undertake specific errands.

During break times, a class teacher will ordinarily supervise the school yard, assisted, if necessary, by the school’s Special Needs Assistants (SNAs). Minor cuts and bruises will be dealt with as per the section on First Aid below. Incidents or accidents will be recorded in the school Accident Book, and reported to parents and/or Principal if necessary. The yard supervision rota will be displayed in the staff room. If the weather is inclement, children will remain in their classrooms for activities.

Class teachers are responsible for taking particular care and anticipating potential causes of injury during activities that are more likely to pose hazards such as physical education, SESE (Social, Environmental, and Scientific Education) and arts and crafts.

Junior and Senior Infants leave school at 13.10. It is the responsibility of the class teacher to safely hand over each child to the parent(s) or to the person who has been designated by the parents and is listed on the school form, a copy of which will be in the possession of each class teacher (see section 3.4 below). If person who comes to collect child is not listed on form, parents must be contacted before child is released.

**1.5 Health and Safety Representative**

The Health and Safety Representative appointed by the Board will have the right to:

Represent staff on health and safety matters

Inspect the place of work on health and safety grounds

Investigate accidents and dangerous occurrences

Investigate health and safety complaints made by staff, members of the Board or parents Accompany a health and safety inspector carrying out an inspection

Make representations to, and receive information from, an inspector

Make representations to the Board of Management on health and safety matters

Liaise with the Staff Safety Representative and the Principal in health and safety matters Receive appropriate training for this role.

If desired by the staff when the school grows and moves to our permanent building, the Principal will facilitate the establishment of a staff safety committee.

**1.6 Parents and guardians**

Parents and guardians are requested to cooperate with the Board of Management and others to ensure that health and safety law in general and this policy in particular are implemented. They have responsibility to take reasonable care of their own safety, health and welfare and that of any person who may be affected by their acts or omissions. Parents are especially reminded that they must not allow their children to engage in dangerous play in and around the school.

School starts at 8.30 a.m. Doors close at 8.45 a.m. Any person arriving after this time will be required to use the buzzer at the front door to gain access to the school and sign in Late Book. Parents and guardians must take specific responsibility for children, especially young children, when accompanying them in the school and its environs and on school trips.

Parents and guardians are requested to ensure that their children attend school in clothing and

footwear that is appropriate for all curricular subjects in particular physical education, SESE and art, and that they do not wear loose jewellery at any time (see schools Dress Code Policy).

Parents and guardians who are directly or indirectly involved with any meetings, events, extra-curricular activities etc. are required to adhere to any health and safety regulations set out for these activities.

Parents and guardians are requested to report any health and safety concerns to the Principal and/or the Chairperson of the Board of Management. Additionally, or alternatively, they may raise any concerns with the Chairperson of the Parent, Guardian and Teacher’s Association Committee Parents and guardians are also entitled to receive information on, and be consulted on, this document.

**1.7 Pupils**

Pupils will be advised of any relevant health and safety procedures in an age-appropriate way, will be given opportunities to learn and practice these procedures, will be encouraged to be vigilant in safeguarding their own and others health and safety, and will be required to comply with the staff and Board of Management in implementing these.

**1.8 Members of the public**

Members of the public who visit the school or hire the school will be informed of any relevant health and safety regulations in place and will be required to abide by these. Reasonable efforts will be made to ensure that any outside contractors used by the school are covered by adequate insurance and comply with health, safety and welfare legislation including Garda Vetting.

**2 Emergencies**

**2.1 Emergency routes and exits:**

The school has seven exits – the front door which is on a buzzer system; all members of staff have keys to this door. All of these exits display the statutory ‘Green Man’ Exit sign and are kept free from obstruction at all times. All rooms will have evacuation instructions on the inside of each door. School evacuation will be practised as part of regular fire drills both with and without the staff and students from Gaelscoil na Giúise.

**2.2 Fire protection**

The school, is currently set up in temporary accommodation.

A fire drill will be held at least once each term. A fire safety audit needs to be done as part of the school’s general health and safety risk assessment, and to ensure that the school has, and will maintain, appropriate fire detection and fire-fighting equipment which meets statutory obligations. At present, there is one fire extinguisher in the school. Staff will be trained in the use of fire-fighting equipment. The procedure in the event of a fire is for each class teacher to take the Roll Book from the class list laminated at the door, get the children to the designated safety point and call the Roll to make sure all the children have safety exited. A fire register will be maintained by the Staff Safety Representative that includes records of termly checks of means of escape routes, fire extinguishers and all fire drills.

Any contractor completing hot work (including welding, soldering, use of blow lamps, blow torches and cutting equipment) must be qualified to do so, must have a hot works permit, must carry a fully charged fire extinguisher and must make a full check one hour after completion of the work.

**2.3 Emergency contact details**

Emergency contact details of the parents and guardians of all children in the school, as well as the next of kin of all staff, will be kept in the school office. These will be updated regularly.

**2.4 First aid**

The school recognises the importance of taking the appropriate measures in cases of accidents and injury, including, where necessary, securing the site and immediately telephoning the emergency services.

The school accepts that it needs a minimum of one occupational first aider, whose certification is renewed every two years. Certification details will be kept in the school office. The school also accepts that ideally, the number of occupational first aiders within the school community should be higher. If available, occupational first aiders will assess the situation and take appropriate action and administer any first aid in the first instance. However, in the absence of such a person, another member of staff will make every effort to attend to an injured person and call for an ambulance.

There is a first aid box in each classroom and one in the staff room that is taken on excursions. The first aid boxes are stocked in accordance with guidelines issued by the Health and Safety Authority. In the staffroom are tissues, latex gloves, ten ice-packs and covers, and plasters.

Medication is not and may never be stored in first aid boxes but will be kept in a locked drawer by the teacher who is responsible for the child with medical needs.

**2.5 Investigation, recording and reporting**

All instances of ill health, accident and ‘near misses’, that result from compromised health and safety circumstances, are investigated and subsequently recorded in the school’s Accident Report Book. The Principal will report on these at the next meeting of the Board of Management (and sooner to the Chairperson of the Board of Management if the instance is deemed sufficiently serious). Any incident involving a child will also be notified on the day itself to the relevant parent/guardian, ordinarily by the class teacher.

Furthermore, the Principal will make a report to the Health and Safety Authority in the case of dangerous occurrences, death or serious accidents (that is, an accident requiring absence from work/school for more than three days, not including the day of the accident itself, or requiring medical treatment by a registered medical practitioner or hospital). Additionally, the Principal will make a report to the school’s insurance company.

**2.6 Emergency closures**

In the event of, for instance, heavy snowfall, high winds, thunderstorms, disconnection of services, death or critical incident, the Principal will consult as soon as feasible with the Chairperson of the Board of Management to decide whether it is in the interests of all parties to close the school. If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the Board of Management. Exceptional closures will be kept to an absolute minimum. Parents and guardians will be informed at the earliest opportunity of any such closure using a range of communication techniques (text-a-parent, email, telephone calls, posting on school website, message on school voicemail, note at school gate, etc.). If school is open when an incident occurs, staff will remain on the premises until all children have been collected.

**3. Safety**

**3.1 Traffic management**

The Board recognises that, because the school is situated at present on a shared campus, large numbers of staff, pupils, parents, guardians, local residents and other members of the community and of the public travel within the direct vicinity of the two schools. They arrive and leave at different and concentrated times of the day using different modes of transport, which poses enormous safety concerns. The Board of Management wants traffic in and around the school to be managed as safely as possible, but this requires the full cooperation of all parties concerned. Staff, parents/guardians and children are informed on an on-going basis that extreme caution must be exercised by everyone, especially in areas where vehicles and pedestrians mix. Parents are informed of the drop off zones by email and signs placed in location and are asked to ensure no one parks in these areas.

**3.2 Safe access and egress routes**

Every effort will be made to ensure that all building users can safely access, egress and move around the school grounds and building. Entrances and corridors will be kept free from obstruction. Mobility aids are always permitted. The front entrance will ordinarily be used only by staff and visitors to the school.

**3.3 Children leaving school**

Parents or guardians of children in Junior and Senior Infants must collect them from the back classroom door at 13.10 (or earlier in the case of early closure). The school will keep a record of other people, e.g. relatives or after-school employees, who have permission from parents to pick up the children after school.

If pupils need to leave school early (for example, for a dental appointment), the parents or guardians must make every effort to notify the school in advance. If a person other than a parent or guardian is collecting the child, that person must be on the list already on file in the school; otherwise, the parent/guardian must give written permission to the class teacher (unless it is an emergency situation, in which case the school office may be contacted by telephone). If a child is to leave alone, the school’s authorisation must be sought. Any child who leaves early must be signed out from their classroom/the yard prior to leaving the premises using an early leaving form.

**3.4 Supervision of children during the school day**

To ensure children remain inside the school premises during the school day, measures will be taken to ensure children cannot exit by themselves.

Measures will be taken to ensure that uninvited persons do not enter the school: a visitor must first make contact with the secretary to be given access to the school; fobs are required to enter the corridors and staff room/resource area. Since all staff are in the classrooms, it will not be possible for unarranged visits during class time.

**3.5 School excursions**

Safety is taken very seriously during all excursions away from the school grounds, whether local or further afield. Wherever possible, a small number of parents and guardians will be asked to accompany school groups on excursions. They may not bring younger children with them.

Where transport is required, the school will hire buses that are adequate for the size of the group from a reputable company that provides safe vehicles and drivers. Only buses that have seat belts for all participants of the school excursion will be used and all passengers will be required to make use of these.

Pupils are paired up for each excursion and must follow their teacher’s orders at all times. A teacher or other responsible adult always leads the way and the group is required to stay together, using waiting points where necessary.

Children are counted when leaving school and at various points during the excursion.

Specifically in the case of swimming, teachers will inspect the changing rooms on arrival and children will be required to get ready for the pool quickly. They may not run and must not enter the pool until the instructor gives the go ahead. No shampoos, soaps, deodorants, body sprays or similar may be used.

**3.6 Other**

The school will provide safe equipment for both its staff and pupils, including where necessary, guards and appropriate personal protective equipment. Equipment will be appropriately certified, maintained to a high standard and disposed of if it poses a safety risk. Electrical equipment will only be used and maintained by staff qualified to do so. Wherever possible, fuses and power breakers shall be used and all portable power equipment shall operate on 110V.

Equipment and substances for maintenance, cleaning, catering and similar are stored securely away from children. In our current temporary accommodation, this is in the locked shed outside and in the sluice room. Cleaning and maintenance will normally be done outside of school hours.

Appropriate training will be provided in the safe handling and use of equipment and in the unlikely event of there being a need for hazardous substances in the school. This will include training in manual handling, which will focus on: avoidance of manual handling wherever possible, reduction of manual handling through the use of mechanical aids and the sharing of loads, and skills for safe manual handling. Work at height will be avoided wherever possible and must never take place without other people being on the premises. Safe step-ladder and ladder practice must be observed. Teachers are requested to comply with these safety procedures in their classrooms and throughout the school.

**4 Health**

**4.1 Facilities**

The prefabs and parts of Firhouse Community Centre currently occupied by Firhouse Educate Together will be maintained on an on-going basis as best as is reasonably possible during this interim time before we have our permanent building. The school has, at present, no control over and has to adhere to pre-existing conditions, as organised for us by the DES, regarding asbestos, room dimensions, air space, freedom of movement, temperature, ventilation, light and other general welfare matters. Good levels of hygiene will be observed, including regular cleaning and collection of litter. Any spills and the like will be dealt with immediately. Cold water, soap and towels are available at every sink. Anti-bacterial hand-wash is in the classroom, adult toilet and staff room. Appropriate attention will be given to the design and use of work stations and audio-visual displays including computer screens and interactive whiteboards. Smoking will not be allowed anywhere in the school and its grounds.

**4.2 Illness**

Parents and guardians are required, when they are enrolling their child in the school in the first instance, to indicate on the school Registration Form whether their child suffers from any allergies or other medical condition, and, if so, to thereafter complete a form listing any long-term allergies and illnesses from which their children suffer (this includes any plaster allergies or similar). This will also include information about what can and cannot be done in an emergency situation. Copies of these forms (see Appendix 1) will be kept in the files of the relevant class teachers, Principal and in the school office. A medical information display will also be maintained in the staff room. All staff are also requested to provide this information. Appropriate provisions will be made for any person who takes ill in school, including taking/arranging for the individual to/go to the doctor or hospital if deemed necessary.

**4.3 Administration of medicines**

Any medication belonging to a child is kept in a secure and clearly visible location in the child’s classroom. Asthma inhalers for children from second to sixth class will be kept in their own bags.

No teacher will be required to administer medicines or to supervise children taking medicines. If, in exceptional circumstances, teachers are willing to do so, specific authorisation will be given in writing by the Board of Management.

Parents and guardians of children requiring medication will need to fill in a form. They will also be required to complete an indemnity form in respect of any liability that may arise from the administration of medication. They will inform the relevant teacher(s)/special needs assistants how the medication should be administered. (See Appendix 2)

Parents and guardians will have responsibility to check each morning that the authorised teacher(s) /special needs assistant(s) is/are in school, that the teacher(s) /special needs assistant(s) has/have the medication on trips/swimming days, and that the medication is available and in date. If at all possible, any medication should be self-administered, under the supervision of an authorised adult. A written record of the date and time of administration will be filled out by the teacher and put in the child’s class medical file on the same day (with the exception of asthma inhalers). The child’s parent/guardian will be informed on the same day that medication has been administered. The best before date of all medicines should be noted by the school and by parents when medicines are given to the school.

**4.4 Communicable disease**

In the case of any infectious disease, parents and guardians will be informed as soon as possible, and appropriate action will be taken by the Principal and Board of Management to limit the associated risks.

**4.5 Health promotion**

The school will promote safe and healthy living, both through the curriculum and in other ways. For example, walking and cycling to school will be encouraged and guidelines will be issued to parents and guardians about the content of healthy lunch boxes. The school’s Healthy Eating Policy is available on the school website.

**5 Other welfare issues**

**5.1 Animals**

No animals may be brought into the school grounds at any time, with the exception of assistance dogs. An exception may be a short visit by a pet as part of a specific learning project.

**5.2 Other policies**

A range of other, related issues, including critical incidents, positive behaviour, child protection, equality of access and participation, anti-bullying, teachers’ professional conduct etc. are dealt with in separate school policies.

**6 Review**

This policy will be monitored on an on-going basis. Health and safety risk assessments will take place at least annually and more often if circumstances require this. If necessary, this policy and these procedures will be amended as a result of these audits.

**Conclusion**

This Safety Statement sets out the Health and Safety Policy of the Board of Management of Firhouse Educate Together National School and sets out the means to achieve that policy. The Board recognises the importance of legislation in relation to safety, health and welfare at work, and endeavours to provide a safe and healthy work environment for staff and pupils, and to fulfil its duties to parents, other employees and members of the public who come into the school. This policy requires the co-operation of the whole school community. It is the Board’s intention to undertake regular reviews of the Health and Safety Statement in light of experience, changes in legal requirements and operational changes.

The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection/safety audit will be carried out more frequently if requested by either staff or the Board of Management. All records of accidents or ill health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health. The Board, over the coming years as the staff grows in number, will organise such courses and training , for example in first-aid, manual handling, fire procedures and operation of fire equipment, as are deemed essential in enhancing the safety, health and welfare of children, staff and other adults who work in the school.

Ratified by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Francis Fullen, Chairperson, Board of Management.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Collette Dunne, Principal.

**Appendix 1**

School information regarding medical conditions / allergies

Name of Pupil: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any medical conditions or allergies? Yes \_\_\_ No \_\_\_

If “Yes”, please complete the details below, in full.

(If you would like some help filling out this form, please make an appointment to speak to the Principal.)

Please name and describe the medical condition or allergy:

Medical condition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date or age of diagnosis by a doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the symptoms of the medical condition or allergy?/What can happen to your child because of this condition/allergy, as explained by a doctor?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has a doctor told you that this is a serious medical condition or allergy that might require medical or hospital attention?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has your child ever required emergency or hospital attention for this condition or allergy in the past? Yes \_\_\_\_ No \_\_\_\_

Explain what happened: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How does this condition or allergy affect your child? Please describe how your child looks/feels/acts when they become unwell:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What words do you and your child use to explain how they are feeling? (For example, “My chest feels tight” or “I need my puffer” or “It feels very bad” etc...)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At Firhouse Educate Together National School, we do not administer medications unless a prior agreement has been made between parents and the Board of Management. If you feel your child needs to use medication at school, please make an appointment to meet with the Principal to discuss this.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent(s)/Guardian(s)

**Appendix 2**

Administration of Medication to Pupils

Name of child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Chairperson of the Board of Management,

My child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, suffers from the condition known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I/We, the parent(s)/guardian(s), hereby request that where the class teacher or any member of the staff of Firhouse Educate Together National School agrees to become involved in the administering of medication, the Board of Management would grant permission to the said persons to administer the appropriate medication following the instructions as outlined below.

1. Name of medication to be administered\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Method of administering medication (orally, inhaler, injection etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Amount of medication to be administered at any one time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Time of day medicine is administered if relevant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Regularity with which medication should be administered (once a day, once a week, whenever necessary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please find attached (if necessary) more detailed instructions regarding the administering of the medication, and procedures to be followed in an emergency situation with articular reference to what may be a risk to the child.

In consideration of the Board of Management entering into this agreement, I/we, the parent(s)/guardian(s), hereby agree to indemnify and keep indemnified the Board, its servants and agents including the pupils, class teacher and any other member of staff who may administer the said medication from and against all claims both present and future arising from the administration or failure to administer the said medication.

Yours sincerely,

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent(s)/Guardian(s)