

# Polasaithe Naíonra Céimeanna Beaga

## Polasaí 36: Polasaí ar Leigheas / Administration of Medicines



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## 1. Leigheas

Is é an sprioc atá againn ná sláinte, sábháilteacht agus leas na bpáistí faoinár gcúram a chur chun cinn. Spreagaimid cumarsáid oscailte lenár dtuismitheoirí/gcaomhnóirí chun aon imní a bhfuil orthu maidir le sláinte a pháiste a roinnt linn.

### Léiriú Intinne:

**Ní thugaimid ‘Calpol’ nó aon cógas ar oideas amháin nó cógas eile ‘thar an gcuntar’ go rialta. Ní thugaimid ach cógais a thagann leis an gcead cuí sínithe.**

Níor cóir cógais leighis a thabhairt isteach go dtí an tseirbhís le dáileadh ag an bhfoireann ach amháin i gcás go bhfuil sé seo riachtanach. Is éard atá i gceist le ‘riachtanach’ ná cásanna ina mbeadh sé díobhálach do shláinte an pháiste mura mbeadh an cógas tugtha dó/di.

### Polasaí agus Nós Imeachta:

- Caithefar an Bainisteoir a chur ar an eolas má tá antaibheathach nó aon cógas ar oideas amháin nó cógas eile ‘thar an gcuntar’ á thógáil ag an bpáiste. The Manager must be informed if your child is taking antibiotics or any other prescription or non-prescription medication.
- Iarrfar ort taifead de stair liachta an pháiste a chur ar fáil ar an bhfoirm cláraithe.
- Molaimid go bhfuil ar pháistí antaibheathaigh a thógáil ar feadh dhá lá roimh filleadh ar an tseirbhís.
- Ní thugtar cógais riachtanacha do pháiste ach amháin sa chás go bhfuil tuismitheoir/caomhnóir tar éis foirm toillithe a shíniú agus de réir mar is rogha leis an mBainisteoir.
- Leanfaimid an dáileog mar atá treoraithe ag an dochtúr, agus sin amháin.
- Más gá fios míochaine a bheith ag an duine a thugann an cógas ar oideas, cuirfidh gairmí sláinte sainoilíúint ar fáil don bhall foirne cuí.
- Níl cead ag aon pháiste cógas a thabhairt dóibh féin. Sa chás go dtuigeann páiste nuair a bhíonn an cógas uathu, mar shampla le hasma, ba chóir iad a spreagadh chun a insint dá p(h)ríomhdhuine cad é atá uathu. Tabhair faoi deara, áfach, go gcaithfidh an fhoireann fós a bheidh airdeallach agus fios a bheith acu nuair atá cógas de dhíth ó pháiste agus conas an riachtanas seo a fhreagairt.
- Má dhiúltaíonn páiste cógas a thógáil, ní chuirfidh an fhoireann iallach air/uithi é a thógáil.

- Caithfidh tuismitheoirí/caomhnóirí an tseirbhís a choimeád thuas chun dáta maidir le riachtanais mhíochaine na bpáistí.
- Caithfidh tuismitheoirí/caomhnóirí an fhoirm toilithe a thugann cead cógas (ar oideas amháin/thar an gcuntar) a thabhairt dá p(h)áiste a líonadh isteach. Níl cead ag an bhfoireann cógas a thabhairt muna bhfuil cead i scríbhinn faighte ag an tseirbhís.
- Caithfear cógais a choimeád ina mbunphacáistiú le lipéad soiléir ar a bhfuil ainm an pháiste, an dáta reatha, dáta éaga, treoracha stórála agus dáileoige scríofa chomh maith le hainm an tsoláthróra cúram sláinte a mhol an cógas.
- Caithfidh an fhoireann a bheith ar an eolas maidir le haon fhrithghníomhuithe díobhálacha in aghaidh an chógais, agus conas déileáil leo.
- Caithfidh an fhoireann a bheith ar an eolas maidir le conas a n-imoibríonn an cógas le bia, leachtanna nó cógais eile, mar shampla tá roinnt cógais ann nach féidir a thógáil le báinne, nó nuair atá cógas eile á thógáil agat.
- Coimeádfaidh an fhoireann taifead de thoradh riartha an chógais m.sh. ar laghdaigh an teocht tar éis an oibreáin fhrithfhiabhrasaigh a thabhairt; an bhfuil gríos tar éis teacht ar chraiceann an pháiste i ndiaidh an cógas a thabhairt?

### Stóráil Leighis

Caithfear an cógas uile a stóráil in áit nach féidir leis na páistí teacht air.

Tá an bainisteoir freagrach as cinntiú go dtugtar an cógas ar ais don tuismitheoir ag deireadh an lae.

- Seiceálfaidh an Bainisteoir go bhfuil aon chógas a choimeádtar le tabhairt amach ar bhonn 'nuair is gá', nó ar bhonn rialta, in dáta agus go seolfar aon cógas as-data ar ais chuig an tuismitheoir.
- Caithfear cógas nár úsáideadh a chur ar ais chuig an tuismitheoir.

### Nós Imeachta don Fhoireann maidir le cógais riachtanacha a thabhairt (Cógais ar oideas/thar an gcuntar)/ Coimeád Taifead

- Nigh do lámha go hiomlán.
- Caithfidh foireann atá ag tabhairt cógas na nithe seo a leanas a sheiceáil:
  - Ainm an pháiste
  - An dáileog ordaithe.
  - Dáta éaga an chógais.
  - Treoracha an tsoláthróra scríofa ar an lipéad nó ar an mbunchoimeádán.
  - An t-am deireanach a tugadh an dáileog.
- Cinntigh gur líonaigh agus gur shínigh tuismitheoirí/caomhnóirí an Fhoirm Toilithe Maidir le riar leighis agus an fhoirm leighis fhrithfhiabhrasaigh, más cuí.
- Tá an fhoireann ar an eolas maidir le haon fhrithghníomhuithe díobhálacha in aghaidh an chógais, agus conas déileáil leo.
- Tá an fhoireann ar an eolas maidir le conas a n-imoibríonn an cógas le bia, leachtanna nó cógais eile, mar shampla tá roinnt cógais ann nach féidir a thógáil le báinne, nó nuair atá cógas eile á thógáil agat.
- Coimeádann an fhoireann taifead de thoradh riartha an chógais m.sh. ar laghdaigh an teocht tar éis an oibreáin fhrithfhiabhrasaigh a thabhairt; an bhfuil gríos tar éis teacht ar chraiceann an pháiste i ndiaidh an cógas a thabhairt?

### Leigheas Frithfhiabhrasach:

Úsáidtear leigheas frithfhiabhrasach chun teocht ardaithe an choirp a laghdú. Is iad na cógais fhrithfhiabhrasacha is mó a úsáidtear chun teocht ardaithe an choirp a laghdú ná Paracetamol (Paralink, Calpol) agus Ibuprofen (Nurofen). Is chóireáil thábhachtach do teochtanna arda é leigheas frithfhiabhrasach toisc go gcuireann sé bac ar thrithí fiabhrasacha. Tá sé de cheangal ar thuismitheoirí/chaomhnóirí foirm a líonadh a thugann cead cógas den sórt sin a thabhairt sa chás go bhfuil

teocht thar 38 céim ar pháiste. Níor cóir an cógas seo a úsáid ach amháin i gcomhair teochta airde nó i gcomhair péine suntasaí mar féadann ródháileog fadhbanna leighis móra a thabhairt.

Úsáidimid calpol mar chogas frithfhiabhrasach

Cuirfear tuismitheoirí/caomhnóirí ar an eolas trí ghlaoch teileafóin I gcónaí roimh chogas frithfhiabhrasach neamhordaithe a thabhairt.

Muna eiríonn leis an leigheas frithfhiabhrasach an teocht a laghdú déanfar iarracht teacht ar chomhairle leighis trí theagmháil a dhéanamh le dochtúir ginearálta an pháiste, leis an ospidéal, nó le seirbhísí éigeandála agus leanfaidh an fhoireann an comhairle sin.

Déanfaidh an Bainisteoir athbhreithniú ar fhoirmeacha leighis go minic ar mhaithe leis na páistí sin a mbíonn cógais frithfhiabhrasacha uathu go rialta nó go minic a aithint. Seans go bhfuil gá le páiste sa chatagóir seo a chur chuig a d(h)ochtúir. Féadfar a iarraidh ar thuismitheoirí/chaomhnóirí tuairisc leighis a chur ar fáil.

Muna bhfuil an fhoirm toillithe sínithe ag an tuismitheoir caithfear teagmháil a dhéanamh leis an tuismitheoir láithreach bonn ROIMH aon riaradh de chogas frithfhiabhrasach don pháiste le dearbhú go bhfuil sé seo ceadaithe. Nuair a fhilleann tuismitheoirí/caomhnóirí ar an tseirbhís ansin cuirfear iallach orthu na foirmeacha cuí toillithe a shíniú.

Má tá teocht ard ag páiste agus muna bhfuil cead do chogas frithfhiabhrasach tugtha caithfear dul ar lorg comhairle leighis láithreach.

**Caithfidh an ball foirne iarraidh ar dhuine i gceannas nó ball foirne eile a bheith i láthair. Iarr orthu céimeanna 1 agus 2 a dhearbú agus ansin is féidir an leigheas a thabhairt.**

- **Caithfidh** finn é a bheith **in éineacht** leis an mball foirne nuair atá an cógas á thabhairt.
- Caithfidh an fhoireann ainm an pháiste, an dáta, an t-am, an dáileog, agus an a thaifeadadh sa taifead leighis agus caithfear cóip a thabhairt don tuismitheoir.
- Beidh ar thuismitheoir/chaomhnóir síniú a dhéanamh le dearbhú gur cuireadh ar an eolas iad maidir le dáileog an chógas ar bhailiú an pháiste.

Tá sé ríthábhachtach go leanann an fhoireann na nósanna imeachta faoi mar a shonraítear thuas. Tá na beartanna seo i bhfeidhm le cinntiú nach ndéantar aon bhotún. Is freagracht é cógais a thabhairt a chaithfear a dhéanamh le haire cuí. Muna bhfuil an fhoireann cinnte conas an leigheas a thabhairt nó má tá deacrachtaí acu leis, ba chóir an duine a chur i gceannas.

**TABHAIR FAOI DEARA:** Níl cead ag mac léinn nó oibrí deonach cógais a thabhairt.

**Nósanna Imeachta do Pháistí le hAilléirgí a theastaíonn cógas ó bhéal uathu.**

- Breathnaítear ar anáilóirí mar “cógas ó bhéal”. Caithfidh dochtúir ginearálta cógas ó bhéal a ordú agus caithfidh treoracha an déantóra a bheith scríofa go soiléir orthu.
- Caithfear treoracha soiléire scríofa a chur ar fáil don fhoireann maidir le conas an cógas sin a thabhairt.
- Ba chóir go mbeadh an cead a thug na tuismitheoirí/caomhnóirí i scríbhinn roimh ré ag an tseirbhís. Caithfear an toilleadh seo a choimeád ar taifead.

## **Leigheas Tarrthála agus Cóireáil Ionrach:**

Instealltaí aidréanailín (Epipen) i gcomhair turrainge anaifíolachtaí (de thoradh ailléirge le cnónna, huibheacha srl.) nó cóireáil ionrach mar thabhairt reicteach de Diazepam (do thitimeas).

### **Ba chóir go mbeadh na nithe seo a leanas ag an mBainistíocht:**

- Litir ó dhoctúir ginearálta/comhairleach an pháiste ina sonraítear riocht an pháiste agus an leigheas atá le tabhairt (más ann).
- Toiliú i scríbhinn ó na tuismitheoirí/caomhnóirí ag tabhairt cead don fhoireann an cógas a thabhairt.
- Cruthúnas gur thug dochtúir ginearálta an pháiste, altra ceantair, altraspeisialtóir leanaí, nó altra péidiatrach pobail oiliúint maidir le conas an cógas sin a thabhairt.
- D'fhéadfadh cóip den chruthúnas sin a bheith ag teastáil ag ár tsoláthróir árachais I gcomhair breithmheasa chun gur féidir ár n-árachas a shíneadh más gá.

### **Ag bainistiú cógas ar thurasanna:**

Má tá na páistí ag dul ar thuras, caithfidh oibrí bunriachtanach aon pháiste le measúnú riosca a bheith i láthair, nó ball foirne eile a bhfuil an t-eolas iomlán acu maidir le riachtanais an pháiste agus/nó an leigheas a thógann sé/sí.

- Caithfear cógas páiste a thógáil i mbosca plaisteach atá dúnta go daingean agus caithfidh ainm an pháiste agus ainm an chóigais a bheith scríofa go soiléir ar lipéad. Istigh sa bhosca tá cóip den fhoirm toillithe agus cárta chun taifead a choimeád d'aon uair a thugtar an cógas, leis na sonraí thuasluaite.
- Ar fhilleadh ar an Naíonra, stápláiltear an cárta seo isteach sa leabhar taifid leighis agus síníonn an tuismitheoir é.

### **Sciath ghréine:**

- Seolfar litreacha abhaile ag iarraidh ar thuismitheoirí/chaomhnóirí uachtar gréine a chur ar a leanbh roimh uad a thabhairt ar scoil gach maidin.
- Iarrtar ar thuismitheoirí chomh maith cead a thabhairt don fhoireann uachtar gréine a chur ar a leanbh nuair is gá.
- Ba chóir go dtabharfadh tuismitheoirí/chaomhnóirí uachtar gréine isteach chuig an scoil i mbuidéal ar a bhfuil ainm an pháiste.

### **Coimeádtar na taifid ar fad atá á gcoimeád ag an tseirbhís go daingean agus go go rúnda.**

### **Earráidí Leighis:**

Déanfaimid aon earráid leighis a thaifeadadh agus lorgóimid comhairle leighis láithreach. Áirítear leis seo: cógas a thabhairt don pháiste mícheart; bealach mícheart; dáileog mhícheart; nó faillí an cógas a thabhairt mar a bhí beartaithe. Rachaimid i dteagmháil leis an dochtúir ginearálta, cógaiseoir nó seirbhís eile éigeandála, ag brath ar an earráid. Cuirfear tuismitheoirí/chaomhnóirí ar an eolas láithreach.

# 1. Medicines

Our aim is to promote the health, safety and well-being of each child in our care. We encourage open communication with our parents/guardians to share their concerns regarding their child's health

## Statement of Intent:

**We do not routinely administer 'Calpol' or other non prescription/prescription medications. We only administer medicines with the correct signed permission.**

Medicines must only be brought into service for administration by the staff when it is essential. This means where it would be detrimental to the child's health if it were not to be administered.

## Policy and Procedure:

- The Manager must be informed if your child is taking antibiotics or any other prescription or non-prescription medication.
- A record of the child's medical history will be required on the registration form
- We advise that children must be taking antibiotics for two days prior to returning to the service.
- Essential medicines will only be administered where a parent/guardian has signed a consent form and at the discretion of the Manager.
- We will only follow the dosage as instructed by the doctor.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.
- If a child refuses to take their medication, the staff will not force them to do so.
- Parents/guardians must keep up to date on their child's medical needs.
- Parents/guardians must fill in the medicine consent form authorizing the administration of medicine (prescription or non-prescription) to their child. The staff cannot give medicine unless this written permission is given.
- Medicines must be in their original packaging clearly labelled with the child's name, the current date, expiry date, storage instructions and dosage plus the name of the health care provider that recommended the medication.
- Staff are aware of any potential adverse reactions to the medication, and of how to deal with them.
- Staff are aware of how the medication reacts with food, fluids or other medications. e.g. some medications cannot be given with milk, or when taking another medication

- Staff will maintain a record of the outcome of the administration of the medication. e.g. was there a reduction in temperature after administration of anti-febrile agent; has the child developed a rash following administration of medication

### **Storage of Medicines**

- All medication is stored out of reach of the children.
- The Manager is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept at the service. The person in charge will check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and return any out-of-date medication back to the parent.
- Unused medicines should be returned to the parent.

### **Procedures for staff administering essential medicines (Prescription and non-prescription)/record keeping:**

- Wash hands thoroughly.
- Staff administering medicines must check:
  - The child's name.
  - Prescribed dose.
  - Expiry date of medicine.
  - Written instructions provided by the prescriber on the label or original container.
  - Time last dose was given.
- Check parents/guardians have completed and signed 'Administration of Medicines' Consent Form and Anti Febrile Medication Form, if relevant.
- Staff are aware of any potential adverse reactions to the medication, and of how to deal with them.
- Staff are aware of how the medication reacts with food, fluids or other medications. e.g. some medications cannot be given with milk, or when taking another medication.
- Staff will maintain a record of the outcome of the administration of the medication. e.g. was there a reduction in temperature after administration of anti-febrile agent; has the child developed a rash following administration of medication.

### **Anti-Febrile Medication:**

Anti-febrile medication is medication used to reduce a raised body temperature. The most common anti-febrile medications used are Paracetamol (Paralink, Calpol) and Ibuprofen (Nurofen). Anti-febrile medication is important treatment for high temperatures to prevent febrile convulsions. Parents/guardians are required to complete a form authorising the administration of such medication in the event that the child develops a temperature over 37.5 degrees. This medication should not be used unless indicated for high temperature or pain as overdose can cause significant medical problems.

We use Calpol as anti-febrile medication.

Parents/guardians will always be notified by telephone prior to the administration of an un-prescribed anti-febrile medication.

If the anti-febrile medication does not reduce the temperature medical advice will be sought by contacting the child's GP, hospital or emergency services and the advice will be followed by the staff.

Medication forms will be reviewed regularly by the Manager to identify children who require frequent or repeated anti-febrile medications. A child in this category may require to be seen by their doctor. Parents/guardians may be asked to supply a medical report.

If the consent form is not signed then the parent must be contacted immediately BEFORE any administration of Anti Febrile Medication' to the child to confirm that it is permissible. Parents/guardians upon returning to the service must then be required to sign the correct permission forms.

If a child has a temperature and permission for 'Anti Febrile Medication' has not been granted medical advice should be remedied immediately.

**Staff must ask for a person in charge or another member of staff to be present. Ask them to confirm steps 1 and 2 and that the medicine can be administered.**

- Staff **MUST** have a witness **PRESENT** to the medicine being administered.
- Staff must record the child's name, date, time dosage and route in the medicines record and give a copy to the parent.
- Parents/guardians will be required to sign to say they were informed of the dosage of the medicine upon collection of the child.

It is extremely important that staff follow the procedures as detailed above. These measures are in place to ensure that no mistakes are made. Administering medication is a responsibility which must be undertaken with due caution.

If staff are not sure how to administer it or have difficulty doing so, please inform the person in charge.

**NOTE:** Students or volunteers may not administer medicines

**Procedures for Children with Allergies Requiring Treatment of Oral Medication:**



- Asthma inhalers are regarded as "oral medication" Oral medications must be prescribed by a GP and have the manufacturer instructions clearly written on them.
- Staff must be provided with clear written instructions on how to administer such medication.
- The service must have the parents/guardians' or guardians' prior written consent. This consent must be kept on file.

**Life Saving Medication and Invasive Treatments:**

Adrenaline injections (Epipens) for anaphylactic shock reactions (caused by allergies to nuts, eggs etc.) or invasive treatments such as rectal administration of Diazepam (for epilepsy).

**Management must have:**

- A letter from the child's GP/consultant stating the child's condition and what medication if any is to be administered.
- Written consent from the parent or guardian allowing staff to administer medication.
- Proof of training in the administration of such medication by the child's GP, a district nurse, children's' nurse specialist or a community paediatric nurse.
- A copy of such proof may be required by our insurance provider for appraisal so that our insurance can be extended if necessary.

**Managing medicines on trips and outings:**

If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, with the details as given above.
- On returning to the setting, the card is stapled to the medicine record book and the parent signs it.

**Sunscreen:**

- We will send letters home asking parents/guardians to apply sun cream to their child before bringing them to school each morning.
- We will also ask parents/guardians for permission for staff to apply sun cream onto their child when appropriate.
- Parents/guardians should bring in sun cream in a named bottle.

**All records kept by the service are kept secure and confidential**

**Medication Errors:**

All medication errors will be recorded and we will seek medical advice immediately. This includes medication is given to wrong child; wrong route; wrong dosage; wrong time; omitted to be given as scheduled. We will contact the GP, Pharmacist or other emergency service, depending on the error. Parents/guardians will be informed immediately.