



St Mary's NS

Managing Chronic Illness in School Policy

November 2021

Managing Chronic Illness in St. Mary's NS.

The following four Guiding Statements, identified as A, B, C, & D, set out our commitment to ensure the safety of students with chronic health conditions.

- A. St. Mary's NS ensures that the whole school environment is inclusive and favourable to students with chronic conditions.

- B. This school 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 and medication to respond to emergencies.

- C. This school has clear guidance on the administration and storage of medication and necessary equipment at school.

- 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.

STATEMENT 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

1. 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.
2. 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.
 3. Staff use opportunities such as SPHE (social, personal and health education) lessons to raise awareness of chronic conditions amongst students and to create a positive social environment.

SOCIAL INTERACTIONS

1. 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.
2. 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.
3. 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

1. 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.
2. 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.
3. 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.
4. 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.
5. This school ensures all students with chronic conditions are actively encouraged to take part in out-of-school activities and team sports.

SCHOOL EXCURSIONS

1. 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.

2. This school understands that there may be additional medication, equipment or other factors to consider when planning tours.

STATEMENT B

This school 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.

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:

1. All parents are informed and reminded about this school's 'Managing Chronic Health Conditions' Guidelines:
 - When their child presents with a chronic illness
 - At class meetings
2. School staff are informed and reminded about the 'Managing Chronic Health Conditions' guidelines:
 - Through school-wide communication when a child presents with a chronic condition.
 - A copy will be available on Aladdin
3. 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 which includes an Emergency Plan for each condition.
4. **Healthcare Plans** of students with medical needs are updated on a centralised Register on Aladdin

ONGOING COMMUNICATION AND REVIEW OF HEALTHCARE PLANS

1. Parents of students at this school are responsible for the update of their child's **Healthcare Plan** with changes to things such as their symptoms (getting better or

worse) or their medication.

2. 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.

3. All students with a **Healthcare Plan** at this school have their plan reviewed at least once a year.

STORAGE AND ACCESS TO HEALTHCARE PLANS

1. Parents are provided with a copy of the student’s current agreed **Healthcare Plan**.

2. **Healthcare Plans** on Aladdin.

3. All members of staff who work with students have access to the **Healthcare Plans** of students in their care.

4. The school ensures that substitute/temporary teachers are made aware of (and have access to) the **Healthcare Plans** of students in their care.

5. This school ensures that all staff protect student confidentiality.

6. This school seeks permission from parents to allow the **Healthcare Plan** to be sent ahead to emergency care staff should an emergency occur during school hours or at a school activity outside the normal school day.

USE OF HEALTHCARE PLANS

Healthcare Plans are used by this school to:

1. Inform the appropriate staff and substitute/temporary teachers about the individual needs of a student with a chronic condition in their care.

2. 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.

STATEMENT C

This school has clear guidance on the administration and storage of medication and necessary equipment at school.

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

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.

1. 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 who is willing and confident to administer medication to a student can do so under controlled guidelines. This teacher will need to have the permission of the Board of Management, have the written approval of parents and be fully trained in procedures, where training is available.
2. 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.
3. 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.
4. 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.

SAFE STORAGE – EMERGENCY MEDICATION

1. Emergency medication is readily available at all times during the school day or at off-site activities.
2. Staff members know where emergency medication is stored. This is particularly relevant where healthcare professionals and parents advise the school that the student might not be able to self-manage and/or carry their own emergency medication.
4. Staff ensure that medication is only accessible to those for whom it is prescribed.

SAFE STORAGE – GENERAL

1. The School Health Coordinator (SHC) ensures the correct storage of medication at school.
2. The SHC checks the expiry dates for all medication stored at school. This is also the responsibility of the parent.

3. The SHC, along with the parents of students with chronic conditions, ensures 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.

4. Medication is stored in accordance with instructions, paying particular note to temperature.

5. Some medication for students at this school may need to be refrigerated. All refrigerated medication is clearly labelled with the student's name.

6. All medication is sent home with parents at the end of each academic year. Medication is not stored at school during the summer holidays.

7. It is the parents' responsibility to ensure new and in-date medication comes into school on the first day of each new academic year.

SAFE DISPOSAL

1. Parents at this school are asked to ensure that an adult collects out-of-date medication.

5. Used Adrenalin auto injectors (Anapens) must be given to the ambulance crew.

STATEMENT 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:

1. All staff at this school are aware of the most common chronic conditions.

2. Staff at this school understand their duty of care to students in the event of an emergency, i.e. 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**. However, as per Statement A, Staff are also aware that there is no legal or contractual duty for a member of staff to administer medication or supervise a student taking medication.

3. All staff receive training and know what to do in an emergency by following the school's **Emergency Plan** for each condition.
4. Action for staff to take in an emergency for the most common conditions at this school is displayed in prominent locations for all staff.
5. All school staff who volunteer to administer medication are provided with training by a healthcare professional where available. The school keeps a register of staff that have completed the relevant training and records the date when retraining is necessary.

Legislation and Guidance

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.

RESPONSIBILITIES

RESPONSIBILITIES OF

THE BOARD OF

MANAGEMENT

ASTHMA (1)

The Board of Management has responsibility to:

- Ensure students with severe asthma are identified during the registration process
 - Promote a supportive learning environment for students with severe asthma
- Develop school guidelines for asthma management during school and school outings
 - Designate a School Health Coordinator (SHC) to maintain the school Chronic Illness Folder on Aladdin, along with all the other related duties
- Arrange for asthma management training for all staff members, if deemed necessary
- Support and implement the plan agreed for storage of asthma medication

- Support and facilitate ongoing communication between parents/guardians of students with asthma and school staff
- Allocate sufficient resources to manage students with this chronic condition

DIABETES (1)

The Board of Management has responsibility to:

- Ensure students with diabetes are identified during the registration process
- Promote a supportive learning environment for students with diabetes
- Develop school guidelines for diabetes management during school and school outings
- Support and implement the **Healthcare Plan** which includes an **Emergency Diabetes Plan**
- Designate a Safety & Health Coordinator (SHC) to maintain the school Chronic Conditions Register, along with all the other related duties
- Arrange for diabetes management training for staff members, if deemed necessary
- Ensure that all school-related staff members who teach or supervise a student with diabetes are alerted. Ensure that they are familiar with the **Emergency Diabetes Plan**. This includes substitute personnel
- Support and implement the plan agreed for storage of diabetes medication and provide a place with privacy if necessary for the student or parent to administer insulin
- Support and facilitate ongoing communication between parents/guardians of students with diabetes and school staff
- Have sufficient knowledge of diabetes to make informed decisions regarding the safety of students
- Allocate sufficient resources to manage students with this chronic condition

EPILEPSY (1)

The Board of Management has responsibility to:

- Ensure students with epilepsy are identified during the registration process
- Promote a supportive learning environment for students with epilepsy. This includes understanding of the potential cognitive impacts of epilepsy and its treatment on learning. Also, it includes extending support to the student to minimise disruption to learning from the seizures and from missed schooling
- Develop school guidelines for epilepsy management during school and school outings
- Support and implement the **Emergency Epilepsy Plan** agreed by the Healthcare Team
- Designate a Safety & Health Coordinator (SHC) to maintain the school Chronic Conditions Register, along with all other related duties
- Arrange for epilepsy management training for staff, if deemed necessary
- Ensure that all school-related staff members who teach or supervise a student with epilepsy are alerted. Ensure that they are familiar with the **Emergency Epilepsy Plan**. This includes substitute personnel
 - Support and implement the plan agreed for storage of epilepsy medication
- Support and facilitate ongoing communication between parents/guardians of students with epilepsy and school staff
- Have sufficient knowledge of epilepsy to make informed decisions regarding the safety of students
- Allocate sufficient resources to manage students with this chronic condition

ANAPHYLAXIS (1)

The Board of Management has responsibility to:

- Ensure students at risk of anaphylaxis are identified during the registration process
- Promote a supportive learning environment for students with severe allergies
- Develop school guidelines for allergy management during school and school outings
- Support and implement an **Emergency Anaphylaxis Plan**
- Designate a School Health Coordinator (SHC) to maintain the school Chronic Conditions Register, along with all other related duties
- Arrange anaphylaxis training for staff members, if deemed necessary
- Ensure that all school-related staff members who teach or supervise a student with severe allergies are alerted. Ensure that they are familiar with the **Emergency Anaphylaxis Plan**. This includes substitute personnel
- Support and implement the plan agreed for storage of epilepsy medication. Adrenaline must always be easily accessible. Ideally the student should have an EpiPen himself/herself, with a spare syringe in the Emergency Medication Cabinet
- Support and facilitate ongoing communication between parents/guardians of students with severe allergies and school staff
- Have sufficient knowledge of anaphylaxis to make informed decisions regarding the safety of students
- Allocate sufficient resources to manage students with this chronic condition

RESPONSIBILITIES OF TEACHERS

ASTHMA (2)

Teachers of a student with asthma have responsibility to:

- Learn about asthma by reviewing the material if provided by parent, and attend asthma management training if deemed necessary
- Be familiar with any students in the school who suffer from this chronic condition

- Be prepared to recognise the triggers, and the signs and symptoms of an asthma attack. Know what to do in an emergency, as outlined in an Emergency Asthma Plan as provided by the parents.
- Treat the student with asthma the same as other students except when meeting medical needs
- Promote inclusion of the student in all school activities that are appropriate and safe to participate in, including sports, extracurricular activities and school trips in accordance with the guidance of the Parent
- Maintain effective communication with parents by informing them if their child has become unwell at school
- Participate in a meeting with the parent(s), if deemed necessary. This should ideally take place at the start of the school year or when the student is newly diagnosed
- Work with the Parent to develop a written Healthcare Plan including a specific Emergency Asthma Plan for the student if deemed necessary by the parents.
- Ensure that all medication is stored in the Emergency Medication Filing Cabinet in the Principal's Office
- Bring all relevant and necessary medication with them on every School Trip or Outing, including Sports Day.

DIABETES (2)

Teachers of a student with diabetes have responsibility to:

- Learn about diabetes by reviewing the material provided by the parents and attend diabetes management training if deemed necessary
- Be familiar with any students in the school who suffer from this chronic condition. Be prepared to recognise the triggers, and the signs and symptoms of both hypo- and hyperglycaemia. Know what to do in an emergency, as outlined in the Emergency Section of the Diabetes Health Care Plan provided by the parents.
- Treat the student with diabetes the same as other students except when meeting medical needs. Promote inclusion of the student in all school activities that are appropriate and safe to participate in, including sports, extracurricular activities and school trips in accordance with the guidance of the Parent
- Maintain effective communication with parents by informing them if their child has become unwell at school

- 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
- Ensure that the student has the right to privacy when injecting insulin
adequate time for blood glucose testing and eating snacks/meals if needed
- Participate in a meeting with the parent(s), if deemed necessary. This should ideally take place at the start of the school year or when the student is newly diagnosed.
- Work with the Parent's to develop a written Healthcare Plan including a specific Emergency Diabetes Plan for the student
- Ensure an in-date hypo kit* is stored in the Emergency Medication Filing Cabinet in the Principal's office and is available to the student in the event of hypo-glycaemia.
- Bring all relevant and necessary medication with them on every School Trip or Outing, including Sports Day; or *alternatively* ensure that the student has such medication with them

EPILEPSY (2)

Teachers of a student with epilepsy have responsibility to:

- Learn about epilepsy by reviewing the material provided by the parents, and attend Epilepsy management training if deemed necessary
- Be familiar with any students in the school who suffer from this chronic condition.
- Be prepared to recognize the triggers, and the signs and symptoms of a seizure. Know what to do in an emergency, as outlined in an Emergency Epilepsy Plan as provided by the parents.
- Treat the student with epilepsy the same as other students except when meeting medical needs. However, be aware of the potential impact of seizures and medication on a student's memory and overall school performance
- Promote inclusion of the student in all school activities that are appropriate and safe to participate in, including sports, extracurricular activities and school trips in accordance with the guidance of the Healthcare Team
- Ensure that the student has the right to privacy when recovering from a seizure if this is needed. However, the student should be checked on, at

regular intervals

- Maintain effective communication with parents by informing them if their child has become unwell at school
- Participate in the Healthcare Meeting with the parent(s), if deemed necessary. This should ideally take place at the start of the school year or when the student is newly diagnosed.
- Work with the Parent to develop a written Healthcare Plan including a specific Emergency Epilepsy Plan for the student. Review each Healthcare Plan at least once a year
- Ensure that all emergency medication is stored in the Emergency Medication Filing Cabinet, and that it is within date
- Bring all relevant and necessary medication with them on every School Trip or Outing, including Sports Day; or *alternatively* ensure that the student has such medication with them

ANAPHYLAXIS (2)

Teachers of a student with a severe allergy have responsibility to:

- Learn about severe allergies and anaphylaxis by reviewing the material contained in the accompanying guide, and attend anaphylaxis management training if deemed necessary
- Be familiar with any students in the school who suffer from this chronic condition
- Be prepared to recognise allergic triggers that may cause a student to experience an anaphylactic reaction and, *if applicable*, minimise the risk for the student by reviewing class activities, supplies and materials to ensure they are allergen free
- Know what to do in an emergency, as outlined in the Emergency Anaphylaxis Plan as supplied by the parent.
- Treat the student with anaphylaxis the same as other students except when meeting medical needs
- Promote inclusion of the student in all school activities that are appropriate and safe to participate in, including sports, extracurricular activities and school trips in accordance with the guidance of the Parent
- Maintain effective communication with parents by informing them if their child has become unwell at school

- Work with the Parent to develop a written Health Care Plan including the Emergency Anaphylaxis Plan specific for the student Review each Healthcare Plan at least once a year
- Participate in a meeting with the parent(s), if deemed necessary. This should ideally take place at the start of the school year or when the student is newly diagnosed.
- Ensure that all medication is stored in the Emergency Medication Cabinet and that it is within date
- Bring all relevant and necessary medication with them on every School Trip or Outing, including Sports Day.

RESPONSIBILITIES OF PARENTS

ASTHMA (3)

The parents/guardians of a student with asthma have responsibility to:

- Inform the school that their Child has asthma
- Provide an up-to-date Healthcare Plan for their Child, with accurate emergency contact details and specific information about their Child's asthma
- Include an Emergency Asthma Plan, outlining what to do in an asthma attack, and stating conditions under which an ambulance is to be called
- Participate in the Healthcare Meeting with staff, if deemed necessary
- Agree that the student will take part in all school activities, e.g. swimming, outings and extracurricular activities that are safe and appropriate for them to do. If there are concerns as to safety of a specific activity, it is best to be guided by the student's GP or specialist
- Provide the school with the necessary equipment to treat an asthma attack
- Ensure all necessary asthma medication is within the expiry date, and replenish supplies as needed
- Bring medication home from school on the last day of each academic year and

return it to the school on the first day of each new academic year.

- Inform the School of any changes in their child's health status

DIABETES (3)

The parents/guardians of a student with diabetes have responsibility to:

- Inform the school that their child has diabetes
- Provide an up-to-date **Healthcare Plan** for their Child with accurate emergency contact details, and specific information about their child's diabetes. *If* necessary, provide Information about their child's meal/snack schedule, where it does not fit into the daily school timetable.
- Include an **Emergency Diabetes Plan** outlining what to do in the case of hypo- or hyperglycaemia, and stating conditions under which an ambulance is to be called
- Participate in the Healthcare Meeting, if deemed necessary
- Agree that the student will take part in all school activities, e.g. swimming, outings and extracurricular activities that are safe and appropriate for them to do. If there are concerns as to safety of a specific activity, it is best to be guided by the student's GP or specialist
- Provide the school with the necessary equipment such as a hypo kit* and replenish supplies as needed
- Provide the school with a letter of indemnity as per Diabetes Policy
- Ensure their child's insulin and glucose meter and any spare medication are labelled with full name
- Ensure insulin and all necessary equipment is within the expiry date, and replenish supplies as needed
- Provide a Sharps Box for any used syringes
- Bring medication home from school on the last day of each academic year and return it to the school on the first day of each new academic year.
- Inform the School of any changes in their child's health status

EPILEPSY (3)

The parents/guardians of a student with epilepsy have responsibility to:

- Inform the school that their Child has epilepsy
- Provide an up-to-date **Healthcare Plan** for their child, which will include accurate emergency contact details, and have specific information about their child's epilepsy, including seizure type, pattern, triggers, management and drug regime.
- Develop an **Emergency Epilepsy Plan**, outlining what to do in the case of an epileptic fit, and stating conditions under which an ambulance is to be called
- Participate in the Healthcare Meeting, if deemed necessary
- Agree that the student will take part in all school activities, e.g. swimming, outings and extracurricular activities that are safe and appropriate for them to do. If there are concerns as to safety of a specific activity it is best to be guided by the student's neurology team
- Provide the school with emergency medication. A ventilated pillow may be supplied in the case of a student who may need to sleep after a seizure
- Ensure their child's medication and any spare medication provided is labelled with their name
- Ensure all medication is within the expiry date, and replenish supplies as needed
- Bring all medication home from school on the last day of each academic year and return it to the school on the first day of each new academic year.
- Inform the School of any changes in their child's health status

ANAPHYLAXIS (3)

The parents/guardians of a student with severe allergies have responsibility to:

- Inform the school that their child has a severe allergy
- Provide an up-to-date **Healthcare Plan** for their child, which will include accurate emergency contact details, and have specific information about their child's allergy / allergies
- Develop an **Anaphylaxis Emergency Plan** for their child, outlining what to do in case of a severe allergic reaction, and stating conditions under which an ambulance is to be called
- Participate in the Healthcare Meeting, if deemed necessary
- Agree that the student will take part in all school activities, e.g. swimming, outings and extracurricular activities that are safe and appropriate for them to do. If there are concerns as to safety of a specific activity, it is best to be guided by the student's GP or specialist
- Provide the school with a *spare* auto injector, which should be labelled and will be kept in the Emergency Medication Cabinet
- Ensure with their doctor, that the adrenaline injector dose prescribed is adequate, as their child matures
- Ensure all medication is within the expiry date, and replenish supplies as needed
- Provide a Sharps Box for any used syringes
- Bring all medication home from school on the last day of each academic year and return it to the school on the first day of each new academic year.
- Inform the School of any changes in their child's health status

Ratification and Review

This policy has been ratified by the Board of Management and will be reviewed every two years.

Signed: _____ *Sonny A. O'Malley* Chairperson Board of Management

Date: _____ *11 = 11 = 2021*

