

AEN Guidance Document

Movement Breaks/Reduced Timetable/Medication

Movement breaks

Using movement breaks at intervals throughout the day offers pupils the opportunity to re-energize their body while giving the brain the time it needs to process learning and prepare for future learning.

Teachers can use movement breaks with a whole class group or facilitate individual students that have been identified by the Special Education Team as needing breaks throughout the day.

Students requiring individual movement breaks have been identified on the SEN register.

All movement breaks should be carried out under the close supervision of a teacher.

The teacher is responsible for ensuring that movement breaks are implemented safely.

It is important that the teacher is aware of the student's ability levels and any injuries so that movements selected are appropriate and accessible for all.

The teacher is responsible for carrying out an assessment of risk prior to using movements in the classroom. Where relevant, it is advised to consult with a student's medical professional teams prior to engaging in these activities.

Some students who are deemed a flight risk or high risk must be accompanied at all times by a supervising adult. These students will have been identified on the SEN register

Please see the NCSE document – Movement Breaks in the Classroom, A Resource for Post Primary Schools for further information on movement breaks.

Reduced timetable

Where schools apply a reduced school day, such arrangements should only be put in place in exceptional circumstances.

Reduced school days should not be used as a sanction, offered as an alternative to a sanction, or used as a behavioural management tool.

Reduced school days should only ever be considered in very limited and time-bound circumstances. Any such arrangement should be short term

and transitional, and designed to assist the student to attend for the full school day along with his/her peers.

School personnel will be notified if students that are on a reduced timetable and are required to mark attendance as appropriate for the student.

While on the reduced timetable students will attend the agreed classes and arrangements will be made with the parents/guardians for students to be dropped off and collected when they are not scheduled to be in class.

Medication

Parents are required to complete a Health/Medication form when enrolling their child/ren in the school. No staff member is obliged to administer medicine or drugs to a pupil and any staff member willing to do so works under the controlled guidelines outlined below.

The school obtains written and signed consent from the student's parents/guardians to administer medication along with the appropriate instructions

At least two members of staff agree to take on the responsibility of administering medication

Designated staff should be instructed and trained in the appropriate procedure

Board of management establishes a school policy on administration and storage of medicines and medical devices, with a regular review and monitoring of the policy and procedures

Designated staff should be aware of the condition and its symptoms, the medication and required dosage and the frequency and manner of administration. Medication should be stored securely in the principal's office or staff room, should be clearly labelled and identified with the student. School keeps written record of dates and times when medication was administered. In case of particularly complex or life-threatening medical conditions, the school should consider requiring parents to arrange for the administration of medication by a parent or medical professional.