



Item	Summary and Action	Who?	When?
	<p>2. as regards recommendations - what powers do the Committee have to make a ruling?</p> <p>IGS to investigate procedural route for recommendations of the Committee.</p>	IGS	02/06/11
<b>AORB</b>	<p>It was recommended that HSE Guidance should be sent to schools to remind them that they should forward completed IR1 forms to the Health and Safety section and the Resources Section of the Department after any relevant incident.</p> <p>AMI (BSO) said that there was some confusion in schools as to when they should complete an IR1 form. FS, to draw up flow chart to forward to schools to explain what incidents should be recorded on IR1 forms.</p> <p>FS, to look into the possibility of an electronic version of the IR1 forms.</p> <p>AS to request that BC or JMK should write to the schools explaining that IR1 forms are a legal requirement.</p> <p>AS, also to raise IR1 form issue at the next set of HT meetings.</p> <p>AS, to approach Sgoil Lionacleit for their policy on Administration of Medicines, forward this to IGS for including as an agenda item for the next meeting.</p> <p>The above item together with IR1 forms is to be included in the next meeting. Members were also requested to forward any further items to be included in the agenda to CM a fortnight before the meeting.</p>	<p>FS</p> <p>FS</p> <p>AS</p> <p>AS</p>	<p>02/06/11</p> <p>02/06/11</p> <p>02/06/11</p> <p>02/06/11?</p>
	AS, again thanked those present for attending and hoped to see everyone again in June.		
<b>Date of next meeting</b>	02/06/11		