



Agreed: January 2023

Signed: Rev Steve Holt

Chair of Governors

Signed Andrew Sewell

Headteacher

Review: January 2025

Some children may have chronic illnesses which necessitate the taking of medicines on a regular basis. Others may have short term illnesses which are not severe enough to warrant absence from school but require a short course of treatment.

N.B. If a child is at the infectious stage of illness, they should not be at school and parents are advised to keep them at home. Some illnesses require exclusion from school as recommended by the Department of Health in their publication Guidance on Infection Control in Schools and Nurseries 1999.

Only medicines prescribed by a doctor, nurse, pharmacist or dentist will be administered. If the administration of the medicine requires technical/medical knowledge, then training will be provided for appropriate staff. The medicine will not be administered until this training has been received.

Parental Permission

Where medication has to be administered in school, they should be presented in the original packaging with the printed pharmacy label giving dosage instructions and the child's name. They must be within date.

These will be followed by staff when administering medicines. None will be administered without this express permission.

Pain Relief

None Aspirin based pain relief that is not prescribed may be administered if staff are happy to take on the responsibility. Parents must complete an administration advice form on the day giving specific directions and permission.

Recording

Each time medicine is administered to a child, dose, time and date will be recorded. These records will be kept with the medicine. Administration of medicines should be carried out by a first aid certified staff member and countersigned by a second first aid trained staff member on every occasion.

Storage

Medicines will be stored in the First Aid cabinet (except where fridge storage is necessary) along with instructions for administering them. Only named members of staff (i.e. those with current First Aid certificates) will have access to them.

Asthma Inhaler

These will be stored within class rooms in a way that is not generally accessible to children but can be accessed by staff quickly when needed. Pupils participating in active or outdoor activities should be allowed to carry their personal inhaler with them.

Special Medical Needs

Some children may need specific medication to be administered regularly as part of their special medical requirements. Staff may agree to do this on a voluntary basis if they are happy to. They must however have suitable training from a parent, but preferably school nurse or suitably qualified medical practitioner. The parent will need to provide written specific permission for this to happen. A risk assessment should be completed.

All medications must be stored securely away from children. No staff member must be placed under duress to carry out procedures they are not competent or confident to deliver.

Controlled Drugs

Some medicines such as Ritalin are controlled class 'A' drugs and additional security must be put in place for their storage, usually a locked draw with restricted access.

Out of School Visits

If the child is involved in an out of school trip, medication, instructions for administering and record of dosages etc. will be carried by the teacher in charge of the outing so that it can be administered at the appropriate time.

Suspensions of Abuse or Drugs Misuse.

If a member of staff has any suspicions that a child may be being abused or misusing drugs, these suspicions must be conveyed to the headteacher

(named person) on the same day. The headteacher will then make a decision about whom to inform. Procedures for dealing with such children are set out in the School Drugs Policy, the Child Protection Policy and in the LACPC guidelines.

Minor Accidents and First Aid

The First Aid cupboard is situated near the disabled toilet at Walcott and in the resources area at Martin. It contains all the equipment recommended for such First Aid kits. It does **not** contain any antiseptics or cotton wool and these should not be applied to minor injuries in school. First aid should be applied by members of staff with current first aid certificates. (see staff notice board) If a child needs to be treated, this should normally be carried out after ensuring that other children in your care can still be supervised by either yourself or another member of staff. **Children should never be left unsupervised** – see staff handbook.

If the accident occurs on the playground or on the field, the same principle applies and either another lunchtime supervisor or member of staff should be informed that you are taking the pupil in to school so that they can continue to supervise the rest of the children.

All accidents should be recorded in using the school accident form, If you consider the injury to be serious and beyond basic first aid the headteacher/senior teacher should be informed and s/he will decide whether to contact the child's parents and/or send for medical assistance.

The accident form should be copied and sent home to parents.

If you consider that the accident was caused by a hazard, which could cause further accidents, this should be reported to the Health and Safety representative (Mr. Sewell), as set out in the Health and Safety policy.