
Non-prescribed drugs

In no circumstances will staff administer non-prescribed medicines, except for paracetamol in exceptional circumstances and with written parental consent. Paracetamol and travel sickness medication may be administered on educational visits, when requested by parents in writing.

Headlice

If evidence of lice is found on a child, a note will be sent home informing parents of this together with basic advice on treatment. Occasionally, a teacher or classroom assistant will detect headlice on a child in class. In these circumstances, the parent will be encouraged to take the child home so that management of the problem can commence immediately and so that the risk of infestation of other children is reduced. Parents of the rest of the children in the class will be informed of the outbreak so that they can take preventative action by wet combing. Headlice combs can be purchased from the School Office.

Special Arrangements

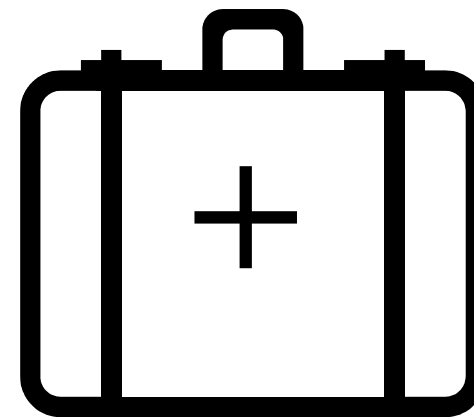
Some children require special arrangements (eg diabetic and children who have a severe allergic reaction to certain substances). In cases such as these, a treatment plan needs to be drawn up by school staff and parents. This will be done in liaison with the local medical authority.

Asthma Inhalers

Parents of older children who wish their child to carry his/her own inhaler should indicate this on the Pupil Medication Request form and also supply a further inhaler to be kept in the school office for emergency use. In the case of younger children, or older children who only need an inhaler rarely, inhalers will be stored in the office, as with other prescribed medicine. It is the parents' responsibility to ensure the school has up-to-date medication. Some children will have severe asthma and this will be dealt with under special arrangements as above.

A Parent Guide
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MEDICAL MATTERS



The purpose of this leaflet is to inform parents of school procedures in the event of illness and injury and of the school policy of administering medicines. The full policy is available at the school office or on the website.

Injuries

If a child is injured at school and requires first aid the following procedures will be followed:

- During break times there is always a supervisor responsible for first aid and they will make the initial assessment. Most children will be treated there and then and the treatment recorded in the first aid book.
- If it is judged that the injury is so serious that hospital treatment is necessary then an ambulance will be called to the school or the child taken to hospital and the parents advised of this fact as soon as possible. In these circumstances a member of the school staff or person nominated by the parents, will always accompany and remain with the child until a parent arrives.
- The school undertakes to provide First Aid training to all office staff and midday supervisors and for other members of staff who wish to be trained. A record of staff with first aid qualifications is held in the School Office.

Illness in School

If a child becomes ill at school, the following procedure will be followed:

- If it is considered that the child is too ill to continue with lessons, then he/she will wait in the medical area outside the school office while parents or another nominated person are contacted.
- It can be very upsetting for a child to be ill and the school has no staff available to sit with them. Therefore, parents are asked to ensure that the office has up to date contact numbers, and that they respond as quickly as possible to requests to collect their child from school.
- In cases of sickness and diarrhoea, we ask that children do not return to school until 48 hours after the last bout.

School Nurse

We have a School Nurse who is responsible for health issues, or concerns. They are able to help if you have any concerns about your child.

Contact: School Health Nurse

01883 340922 Advice Line
(information will be passed onto the
school nursing team)

Medicine in School

Generally, children who are unwell should remain at home. There are occasions when the doctor advises that a child can return to school but still needs to continue with a course of medicine. Ideally this should be taken at home, but if this is not possible, then the following procedure should be followed:

- The parent should take the medicine to the office and fill out a pupil medication request form.
- The medicine should be marked with the following (usually by the pharmacist); child's name, dosage, instructions for administration, date of dispensing, cautionary advice, expiry date.
- The school will supervise self administration of medicine by pupils and/or administer medicines as requested. A pupil medication record will be filled out each time.

It is the parent's responsibility to collect medicine from school at the end of the treatment time or when it expires. With the exception of medicines needed in emergency situations eg inhalers,