



Staplegrove Church School

## **FIRST AID AND MEDICATION POLICY**

*'That they may have life, life in all its fullness' John 10:10*

Written by	Petrina Brereton/Paul Armstrong
Ratified by	Local Governing Committee
Date last reviewed	1 <sup>st</sup> February 2023
Date of next review	1 <sup>st</sup> February 2024
Signed – Chair of Governors	<i>Rob Crocker</i>
Signed – Headteacher	<i>Paul Armstrong</i>

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# **First Aid and Medication**

We aim to ensure that our school follows the Trust guidance for storing and the administering of medication to pupils and the effective delivery of first aid.

Our first aid provision is supported by the following first aid training to named staff members,

- Primary First Aiders
- Paediatric Trained
- Emergency Trained
- Basic Trained

To assist staff in getting a child to the correct first aider, we display a list of named first aiders on posters across the school.

## **1.0 First Aid**

**1.1.** If a child sustains an injury that requires assessing or treatment, they will be taken by an adult to the appropriate first aider. The child will be assessed and if necessary, treatment given. An accident slip will be completed, and a copy sent home with the child.

**1.2.** If a child has suffered any knock to the head, they will be assessed for signs of concussion by a first aider. The school will call the parent/carer to inform them, and an accident slip completed.

If the first aider is concerned the child is showing signs of concussion or the child confirms they are experiencing symptoms of a head injury, the school will ask a parent/carer to collect them and seek further advice from a medical professional.

**1.3.** If a child sustains a minor knock or bump which does not require first aid, we take great care to ensure that they are comforted, reassured, and made comfortable before returning to any activity. The staff member will ascertain if a parent/carer should be called or notified at the end of the school day.

**1.4.** If we ask a parent/carer to seek medical advice for any injury, this will be recorded and followed up. If the child attends a health care setting after leaving school, we will complete a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

**1.5.** If there are any doubts or concerns regarding a child presenting with an injury or illness, we will always try to contact a parent/carer so it can be decided what is best for the child in the circumstances.

## **2.0 Illness and Medication**

It is not our policy to care for sick children who should be at home until they are well enough to return to school. If a child is recovering from illness and is fit to be in school, as far as possible, the administering of medicines will be done where it would be detrimental to the child's health if not given at school.

The following will help clarify the school's policy on medication and illnesses, so that you can make informed decisions about whether to send your child to school or not.

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## **2.1 Sickness & Diarrhoea**

If a child has suffered any episode of vomiting or diarrhoea, they must be kept away from school for **at least 48 hours** after the last episode.

Exceptions to this rule will only be authorised if a child has a known medical condition linked to the episode and the school has been notified of this.

If your child discloses they have been sick or had diarrhoea within the last 48 hours, a parent/carer will be contacted and asked to collect their child.

## **2.2 Contagious Diseases**

Any confirmed contagious disease must be reported to the school as soon as possible. Children must only return to school after following this guidance, and they are well enough to attend.

- Chicken Pox – If a child has chicken pox or measles all spots must be scabbed over and dry.
- Impetigo – Child can return to school once all lesions have crusted or healed, or 48 hours after commencing antibiotic treatment.
- Scarlet Fever – Child can return 24 hours after commencing antibiotic treatment

## **2.3 Respiratory Infections**

Children should only return to school if they are well enough to attend.

- Covid-19 – Children are advised to stay at home until they no longer have a temperature. However, please note there is no statutory Government requirement for children or adults to isolate if they have Covid-19.
- Flu – Can return once recovered and do not have a temperature.
- Common Coughs & Colds – Children should only attend school if they are well enough and do not have a temperature.

The school will refer to the following document for guidance but is not limited to.

[Guidance on infection control in schools and other childcare settings in Northern Ireland | HSC Public Health Agency \(hscni.net\)](#)

## **3.0 Administering Medication**

### **Please adhere to the following**

**3.1.** All medication must be clearly labelled with the child's name, dosage, and any instructions in their original containers with the original pharmacy label. Single doses must not be pre dispensed. Medication forms must be completed by the parent/carer for each medicine.

*Appendix A*

**3.2.** Under no circumstance should a child hold any medication on their person or bag during the school day. All prescribed or over the counter medication must be given to the school office. This includes throat lozenges lotions and creams.

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**3.3.** If a child is prescribed a course of antibiotics, it is recommended that they have received **at least 24 hours** of the treatment and be well in themselves before returning to school.

If a child is prescribed a course of antibiotics and they require a dose to be given during the school day,

The parent/carer must bring the medication to the school office and written permission to administer it must be given by completing and signing a medication form. Once completed, the form will be authorised and signed by the Headteacher or named Senior Leader. This form will be kept in the short-term section of the medication file. *Appendix A*

Staff will administer the medication along with another member of staff checking the correct medication and prescribed dosage is given. The time given, dose and any reactions will be recorded and signed by both members of staff.

If a child refuses to take any medication, they will not be forced to do so. It will be recorded as refused and parent informed.

Medication will be stored according to instructions. Medicines requiring refrigeration will be kept in a sealed and labelled box in the school fridge located in the staffroom. All other short-term medications will be kept in the locked medicine cabinet located in the staff room.

If a child requires medication and is attending a trip or off-site visit, where possible, the medication will be taken by the trip leader and administered as instructed. If it is not possible to do so, e.g. the medicine requires refrigeration, it is the parent's responsibility to make reasonable adjustments on this day.

We are not able to administer any eye ointments, creams, sun creams, or lotions. If your child needs these while at school, please inform your child's class teacher. Non prescribed creams and lotions can be kept in the classroom and your child will be given access to them as and when they require. These should be given to the office who will then ensure they are taken to the classroom, as outlined in **3.2** above.

If your child needs to take a prescribed eye ointment, they will need to be able to administer this independently. A medication form must still be completed by the parent/carer and ointment stored in the fridge or medicine cabinet.

#### **4.0 Inhalers**

If your child is asthmatic and needs an inhaler kept in school, we ask that they are supplied to school clearly labelled with the child's name, dosage and any instructions in their original containers with the original pharmacy label.

Parent/carer must complete and sign the medication form. This form will be kept in the Long-Term section of the medical folder.

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The child's medical information will be updated on the schools MIS system.

The inhaler along with any spacers will be kept in the child's classroom, together with a copy of the medication form and a record sheet. The child will be shown where their inhaler is kept and told how to access it with an adult.

When a child needs to use their inhaler, they must inform an adult and each dose will be recorded.

If the class are going off-site, the inhaler will be taken by an adult that is accompanying the class.

It is the responsibility of the parent/carer to ensure that inhalers supplied to school are kept in date.

## **5.0 Paracetamol/Calpol**

There may be occasions where a child is feeling unwell in school but does not need to go home if pain relief can be given. Paracetamol/Calpol will not be given if you child has a temperature, parent/carer will be asked to collect them.

**5.1.** Parents and carers will be asked to give written consent for the school to administer Paracetamol or Calpol. This consent will remain on file for the duration of the child's time at Staplegrove but can be retracted at any time.

Written consent forms will be held in the medical folder. *Appendix B*

**If we do not hold written permission for your child on file, we won't administer pain relief under any circumstances.**

**5.2.** If it is deemed that a child needs Paracetamol or Calpol, the following process should be followed.

- Class teacher or TA to consult a member of SLT (Senior Leadership Team) to discuss child's symptoms and agreement to seek authorisation from parent/carer.
- A member of staff will call parent/carer to discuss the child's symptoms and seek permission to give paracetamol/Calpol.
- If agreed, then paracetamol or Calpol will be administered according to the recommended dosage in the presence of 2 members of staff. Each time a child is given pain relief, the reason for administering medication, date, time, and dosage will be recorded and held in the medical folder. A text message will be sent to the parent/carer confirming the time and dose given.

## APPENDIX A

### PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school/setting will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

Name of School: **STAPLEGROVE CHURCH SCHOOL**

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Name & strength of medicine: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

How much to give/dose: \_\_\_\_\_

When to be given: \_\_\_\_\_

Date of last dose to be given: \_\_\_\_\_

Any other instructions  
e.g. Storage \_\_\_\_\_

Number of tablets/quantity  
given to school \_\_\_\_\_

***Note: medicines MUST be in the original container/packet as dispensed by the pharmacy***

Emergency phone number  
of parent/guardian \_\_\_\_\_

Name of GP Practice \_\_\_\_\_

I confirm that the above information is, to the best of my knowledge, accurate at the time of writing and I consent to Staplegrove Church School staff administering medicine in accordance with the School policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent's signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

***If more than one medicine is to be given, then a separate form should be completed for each one.***

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## APPENDIX A

### Headteacher or Senior Leader agreement to administer medication to a child.

Name of school: **STAPLEGROVE CHURCH SCHOOL**

It is agreed that (name of child) \_\_\_\_\_ will receive

(name and quantity of medication) \_\_\_\_\_ every day at

(time to be given) \_\_\_\_\_

(name of child) \_\_\_\_\_ will be given / supervised  
whilst he / she takes their medication.

This arrangement will continue until \_\_\_\_\_

Signed: \_\_\_\_\_ (Headteacher / Named SLT staff)

Date signed: \_\_\_\_\_

## APPENDIX B

### PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER PARACETAMOL/CALPOL

The school/setting will not give your child medicine unless you complete and sign this form, and the school has a policy that staff can administer medicine.

During your child's time at Staplegrove Church School it may be necessary to administer pain relief.

Paracetamol/Calpol is the only medication that the school keeps for general use. For a child to be given medicine, written permission is needed in advance to be help on file at school and then verbal permission obtained on the day. All doses will be recorded, and the parent/carer notified of the dose and time given.

Should you child be unwell at school, and you wish to authorise a member of staff to administer paracetamol/Calpol to your child, please complete this form and return to the school office.



Name of School: **STAPLEGROVE CHURCH SCHOOL**

I give permission for Paracetamol/Calpol to be given during my child's time at Staplegrove Church School. I understand that a telephone call to a person with parental responsibility will be made prior to administering.

Name of Child.....

Signed .....

Print Name .....

Relation to Child .....

Date .....

I understand that I have the right to retract this consent at any time. If I wish to do this, I must do this in writing.

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