St Laurence Church Junior School

Medication Policy
Including, First Aid, Medical Emergency and Incubation

'We seek to provide a Christian ethos and education which promotes the all-round development of each child and enables them to achieve success and gain a sense of self-worth.'
St Laurence Church Junior School Medication Policy

We ask Parents/Carers to request that their doctor prescribe medication which can be taken outside the school day, as with the increase of emergency medication we are no longer able to administer antibiotics etc.

School will no longer administer Antibiotics, or any mild analgesics e.g Calpol. If Parents or Carers feel that there is a strong need for this type of medication they are most welcome to come into school and administer themselves.

Children with Special Medical Needs
Should we be asked to admit a child to school with special/serious medical needs we will, in partnership with the parents/carers, School Nurses and our Medical Advisors, discuss and support all individual needs, and will produce an appropriate care plan.

Where appropriate an individual alert card will be developed in partnership with the parents/carers, School Nurse and/or Medical Advisors. This is put on the Medical Needs notice board in the staffroom.

Any resulting training needs will be met.

On admission to the School
All Parents/Carers will be asked to complete an admissions form giving full details of their child's medical conditions, regular medication, emergency medication, emergency contact details, name of family doctor, details of hospital Consultants, allergies and special dietary requirements etc.

Administration and Storage of Medicines in School
Should a pupil need to receive medication during the school day (as indicated on care plan), Parents/Carers must make an appointment to see our Senior First Aider.

The medication must have the correct spoon, be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage, expiry date, and instructions for administration printed clearly on the label. The Parent/Carer is asked to provide a plastic container for storage.

The form 'School Medication Consent Record' should be completed by the parent/carer. This will be kept in the First Aid room. This must be renewed annually.

A record of the administration of each dose will be kept on the 'School Record of Medication' form, which will be signed by the designated member of staff who administered the medication, and countersigned by another member of staff present whilst medication is given. This is filed with the Consent Record.
Reasons for any non-administration of regular medication should be recorded and the Parent/Carer informed on that day. A child should never be forced to accept a medication. "Wasted doses (e.g. tablet dropped on floor) should also be recorded.

Should the medication need to be changed or discontinued, before the completion of the course, or if the dosage changes, school MUST be notified in writing immediately. A fresh supply of correctly labelled medication should be obtained and taken into school as soon as possible.

If medication needs to be replenished this should be done in person by the Parent/Carer. Medication must be collected by the Parent/Carer at the end of the school year, and returned on the first day of the new school year.

If a child with an allergy care plan has received a dose of anti-histamine before school the parent/carer MUST inform school in writing.

Storage and Disposal of Medication
All medication with the exception of Emergency Medication will be kept in a locked cupboard in the Front Office. The designated people have responsibility for the key.

A regular check will be made of the medication cabinet at least termly, and Parents/Carers will be asked to collect any medication which is out of date or not clearly labeled. If Parents/Carers do not collect this medication it will be taken to the local pharmacy for disposal.

Emergency Medication
Inhalers are kept centrally in the First Aid room. All children are required to keep an inhaler (named) on their person at all times encouraging children to become responsible. (See Asthma Policy) It is the parent/carers responsibility to ensure that the inhaler is not empty and as such replaced when necessary.

Epi-pens and anti-histamines are kept in the front office in an unlocked cupboard. Administered Epi-pens will be placed in a sharps bin (second shelf of cupboard in First Aid room) and handed over to the Ambulance Service for disposal.

Lunchtime supervisors will be informed of any Medical Needs in a meeting at the beginning of each new school year.
First Aid Policy

The physical wellbeing of members of the school community is of prime importance. The school has a duty of care to provide first aid treatment for sick or injured persons on school property.

First Aid will continue until the casualty recovers, is given into the custody of a parent or authorised emergency contact person, or until medical aid has been obtained.

One member of staff shall be designated the responsibility of ordering First Aid supplies and organising a First Aid rota for each break time, except for afternoon break for key stage 2 as the individual teacher will take a basic First Aid kit into the playground for minor injuries.

All staff should be provided with sufficient knowledge to administer First Aid and a number of staff trained to Level 2 workplace First Aid, and Paediatric First Aid.

Minor injuries only will be treated by member of staff on duty, while more serious injuries will be dealt with by Qualified First Aiders who will also be responsible for contacting Parents/Carers if required.

Class teacher should be kept informed and action discussed with teacher.

A First Aid room will be available for use at all times. A supply of First Aid materials will be stored in the First Aid room. There will be First Aid kits in each corridor.

Any injured or sick child in the First Aid room must be supervised.

Protective clothing and equipment i.e. disposable gloves and aprons are provided for dealing with blood or body waste.

Any soiled clothing to be bagged, labelled and returned to parent/carer.

Any soiled tissue/wipes to be placed into yellow bag, sealed and disposed of either in First Aid bin or outside bins.

All accidents more severe than a simple graze must be recorded in the accident register, and a copy sent home.

Any child with injuries involving blood should have the wound covered at all times.

It is the responsibility of the Parents/Carers to advise the school if their child is allergic to plasters.

ALL head bumps must be recorded.
Sickness & Diarrhoea

This will be dealt with by any member of staff, but contacting parents is the responsibility of First Aiders or where appropriate, office staff, via a telephone call home.

Lunchtime accidents and sickness will be dealt with by lunchtime staff. Two members of staff will take a basic First Aid kit into playground for minor cuts and grazes, anything more serious will be dealt within the First Aid room. For major incidents the Qualified First Aider on duty that day will be called if needed.

When sending a child home, class teacher and office staff must be informed and appropriate paperwork completed.

Medical Emergency

A "help hand" is located by the door in all rooms and will be sent to the office. A member of the office team will attend the emergency to co-ordinate support needed, i.e. alerting First Aiders, and calling emergency services.

Any member of staff seeing a child with "help hand" must find out where help is needed and attend. DO NOT stop the child taking the "help hand" to the office.

The Headteacher must be informed, and in her absence whoever is next in line.

Appropriate forms must be completed and dispatched:

- Accident Form for hospital treatment when a child has had a medical emergency in school or has been sent to hospital via an ambulance - forms located in front office
- Accident/Illness Slips for all minor treatment administered - forms located in First Aid Room

A list of Qualified First Aiders, and of persons trained to administer Epi-pens can be found in the First Aid room, on the Medical Needs board in the staffroom, and also in the office.

Please also see Appendix 1 - Guidance for Managing a Medical Emergency within the school environment.
**St Laurence Church Junior School Policy on Incubation after Illness**

To help parents during their children's illness, we have set out the period that the child should be kept from school.

<table>
<thead>
<tr>
<th>Illness</th>
<th>Period of exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis</td>
<td>Until treated and discharge has ceased</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>5 days or until full recovery</td>
</tr>
<tr>
<td>German Measles</td>
<td>Until full recovery and/or 5 days from onset of rash</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>5 days from commencing antibiotics</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>5 days from commencing antibiotics</td>
</tr>
<tr>
<td>Mumps</td>
<td>5 days from onset of swollen glands</td>
</tr>
<tr>
<td>Measles</td>
<td>Until fully recovered or 5 days from onset of rash</td>
</tr>
<tr>
<td>Gastroenteritis</td>
<td>Until sickness and diarrhoea has stopped for a full 48 hours</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until the skin is treated</td>
</tr>
<tr>
<td>Ringworm</td>
<td>None. Medical treatment from your GP is necessary</td>
</tr>
<tr>
<td>Ringworm on scalp</td>
<td>As above and until cured</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until the skin is treated</td>
</tr>
<tr>
<td>Slapped Cheek/Parvovirus</td>
<td>None</td>
</tr>
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