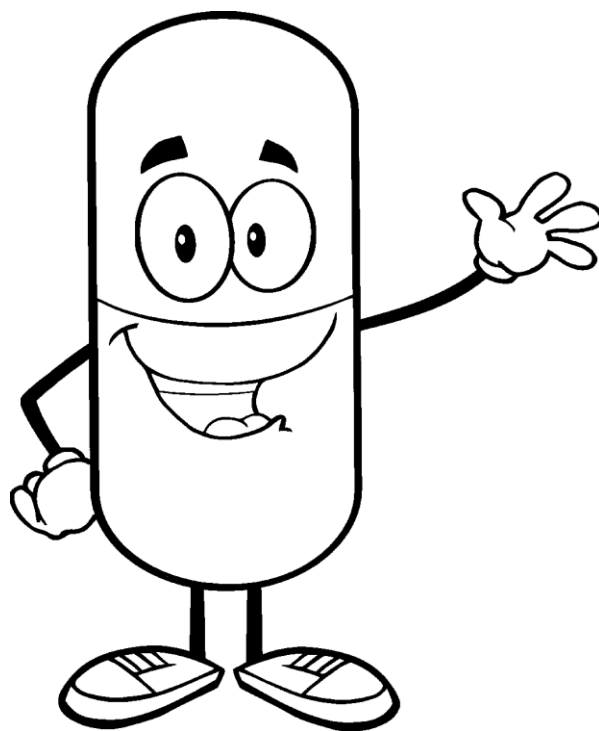




Strandtown
Primary School

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Administration Of Medication & First Aid

An overview of the school policy and guide for parents

The Board of Governors and staff of Strandtown wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day **where those members of staff have volunteered to do so.**

Overview of the policy

- Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted in school without complete written and signed instructions from the parent.
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied to the school.
- It is the **parents'** responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- Medication must be brought to school in the original container as dispensed by the pharmacist and must include the prescriber's instructions for administration. The school is unable to administer medication that has been taken out of the original container or make changes to dosages on parental instructions.
- The school will keep records, which they will have available for parents.
- For each pupil with long term or complex medication needs Action Plans are shared with relevant members of staff.
- To ensure that first aid provision is available at all times while people are on the school premises and off premises while on an educational visit.



Guidelines for parents

Parents must inform the school in writing about any particular medical needs that their child may have before he/she is admitted into school or when a child first develops a medical need.

Parents must sign an agreement for school to administer medication.

Parents are responsible for notifying the school in writing if the pupil's need for medication has ceased.

Medicines, which are in use and in date, should be collected by the **parents** at the end of each term.

Date expired medicines or those no longer required for treatment will be returned immediately to the **parent** for transfer to a community pharmacist for safe disposal.

If children refuse to take medicines, staff will not force them to do so, and will inform the **parents** of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

All staff will be made aware of the procedures to be followed in the event of an emergency.



First Aid – What happens if



- If any pupil is complaining of illness parents will be contacted as soon as possible so that the child can be collected and taken home. When the parents/guardians arrive the pupil will be sent for and accompanied to the main office by another pupil or classroom assistant.
- In the event of an injury or a medical emergency, if possible, a qualified first aider will be contacted in school.
- Minor ailments will be dealt with by the class teacher.
- Children will be inspected by the first aider and where appropriate, treated. Notification of this are recorded on an incident/illness report slip.
- Parents are contacted if there is a **head injury** or if there are any doubts over the health or welfare of a pupil. Our procedure for notifying parents will be to use all telephone numbers available and leave a message should the parents/guardians not be contactable.
- In the event that the child requires hospital treatment and the parents/guardians cannot be contacted prior to attendance, the qualified first aider/ appointed person/another member of staff will accompany the child to the hospital and remain with them until the parents/guardians can be contacted and arrive at the hospital.
- **IF THE SITUATION IS LIFE THREATENING THEN AN AMBULANCE WILL BE CALLED AT THE EARLIEST OPPORTUNITY WITHOUT DELAY.**
- First Aid is manned at lunch time by Mrs. Fullerton (Art Room)
- Teachers must check that pupils with asthma/nut allergies take their inhalers/Epi pens with them when they leave the premises.
- Pupils' with medical needs are centrally recorded on a pupil information sheet within each class. This should be easily accessible for any personnel supervising the class.

Should you wish to discuss any issues please do not hesitate to contact the School.

The information contained in this leaflet is provided to ensure that we provide a safe and caring environment for all pupils. Our aim is to work closely with all parents to ensure the needs of our pupils are met fully.