



Parent Quick Guide to Short Term Illness or Injury

Federation of
THE DOWNS and NORTHBOURNE
Church of England Primary Schools

The Federation of The Downs & Northbourne CEP Schools

Introduction

This guide has been drawn up to ensure that our children receive the proper care and support whilst at school and parents have a reference to our guidelines regarding short term illnesses.

Parents or guardians have prime responsibility for their child's health and should provide the school with up to date information about their child's medical conditions, treatment and/or any special care needed.

Staff have a duty of care towards the children to ensure that they are healthy and safe whilst attending school and this may extend to the administering of medication and/or taking appropriate action in the case of a medical emergency. This duty of care also extends to any off site education visits.

It remains the parent responsibility to assure medication kept in school is in date.

Procedures for Managing Medication

Prescription medication should only be brought in to school when essential. Mostly this will be for a short period of time only, eg. to complete a course of antibiotics, or for seasonal ailments such as hayfever. However, medicine such as calpol can be administered to children for headaches, etc, but only after permission has been sought from the child's parents. All medication must be handed in to the school office, clearly marked with the child's name and class. A 'Record of Medication' will be completed by the administrator of the medication and kept in the school office.

Safety, Storage and Access

Medicines can often be harmful to anyone for whom they are not prescribed and we recognise that it is our duty to ensure that the risks to others are properly controlled. Medicines must, therefore, be in their original box or container, with the prescribed information clearly visible.

All medicines needing refrigeration, such as antibiotics, will be stored accordingly in the school office. All other medicine will be kept secure in the medicine cabinet in the school office and only accessed by authorised staff.

Epipens must be kept in a secure container, clearly labelled with the child's name and any instructions applicable to the child. Only first aid trained staff will be authorised to administer the EpiPen medication.

We have additional guidance of the use, safety and storage guidelines of asthma inhalers. Please see our **Asthma Policy including the procedures for the use of Emergency Inhalers.**

Injuries Sustained at School

There is a rolling programme of first aid refresher courses, both at an emergency first aid level and at a higher level. Staff who have undergone training include, midday supervisors, office staff and members of the Senior Leadership Team. Each site will always have a designated first aider. An initial assessment of injuries sustained in the playground is made by the on-duty first aiders, and minor cuts and bruises are dealt with at the scene accordingly. Any child sustaining a head injury must be checked and treated according to the severity of the injury and will be given a bumped head note. However, accidents of a more serious nature are assessed by the first aiders in the school office and rated according to their seriousness. All accidents, however, minor are recorded in the accident book. Should further medical treatment be required, then parents will be contacted and the necessary arrangements made to treat the injury. Any child taken to hospital will be accompanied by their parent or a member of staff.

School Trips

Staff present on school trips must always be aware of any medical needs and relevant emergency procedures. These must be written in to the visit Risk Assessment.

Sickness and Diarrhoea

On advice from the school nurses they recommend that a child who has sickness and diarrhoea whilst at school (or at home) should be collected immediately and kept absent from school for 48 hours following the last bout of sickness and diarrhoea. If there is only one symptom present then 24 hours may be an appropriate time to stay off school, this is dependent on the severity of the sickness or diarrhoea.

This 48/24 hour rule is essential in order to protect other children or staff from to protect other children or staff from contracting a bug. Unfortunately, this may mean that a child misses a school event.

Nose Bleeds

Any nose bleed incidents are recorded and monitored. This includes the frequency and time scale of a bleed. If a child becomes a regular sufferer or the bleed lasts for unusually long periods of time the parent will be notified. We will also notify parents when a child who is a regular sufferer (noted on our medical records) has a bleed during school time.

If you would like to read our Supporting Children with Medical Needs Policy or the Asthma Policy please see the additional sections within the 'Medical' section on The Downs and Northbourne websites. Paper copies are available from our school offices.