



Park Community School

First Aid/Medications - Statement for Parents

The school employs adequate numbers of First Aiders as well as a Welfare Assistant. However none of them are qualified GPs or nurses. Children who are unwell or injured will be assessed from a first aid point of view and not a medical one. The school has a small medical room, suitable for only one child at a time. It has only basic facilities. If your child has had the same symptoms for a number of days then professional medical treatment from a GP or qualified nurse is required. Please contact your local GP or NHS Direct.

The First Aiders/Welfare Assistant will only deal with the major incidents and accidents that happen in school, on trips or extracurricular activities that are led by a school employee. For incidents that happen outside of school, then the responsibility solely lies with parents/carers.

For minor incidents, for example a child feeling sick/unwell/headache/period pain, the child will be assessed and in the majority of cases the child will be sent back to lesson. If the First Aider/Welfare Assistant feels that the parent/carer needs to be informed over any medical matter, then this will be done as soon as is reasonably possible.

Children will be dealt with as quickly as possible. Priorities will be made to more serious cases or to children who take medication in school.

While assessing the child, checks are generally made on attendance and conduct. If they are poor attenders a decision is made between the First Aider/Welfare Assistant and a senior member of staff whether they need to go home. If after general assessment the First Aider/Welfare Assistant has any concerns regarding the child in other matters, the relevant staff will be informed.

If a child needs to be sent home, the parent/carer will be contacted by telephone, told of the child's condition and be asked to collect their child. If the parent/carer is unable to collect the child they will be asked if they are happy for the child to walk/bus home. If no contact can be made after every effort, children will remain at the First Aid Room or near-by until:

1. Contact is made with parent/carer or other non-emergency contact numbers.
2. Their condition improves, in which case they will be sent back to lesson.
3. Condition deteriorates in which case an ambulance is called and the child accompanied to hospital.

Procedure if a child is unwell at school

The child must obtain a note from their teacher and then report to the First Aid room. They will then be assessed and if the First Aider/Welfare Assistant feels that it is necessary, a call will be made home to the person(s) with parental responsibility. If we are unable to contact parents/carers and we feel that it is an emergency, we will contact any other contacts that we hold on our school computer system. Children are not allowed to use their own mobile phones to call parents, as school policy states that they are not allowed to be brought into school. If a child uses their phone to contact a parent then they will receive a detention.

It is the parents/carers responsibility to ensure that the school has up to date contact numbers for their child.

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If your child has to come into school on crutches and it is not a leg in plaster, then a letter from the GP or Hospital is required as to how long they expect that child to be using crutches. Every effort will be made for that child to attend regular lessons, but for the lessons that a room change is not possible and the class room is upstairs, the child will need to complete their work in the Library.

If your child has been prescribed to take medication three times a day, then this will not need to be taken in school as they can take it before school, on their return and before bed. The school will supervise children taking medicine only if it has been prescribed for 4 times daily or a specific time which is in school hours is on the prescription. If prescribed or other medications must be brought into school, then they must be in the original container as dispensed by the pharmacy and taken at the start of the day to the Welfare assistant in the medical room. This includes asthma pumps, creams, paracetamol and EpiPens.

All original containers must be clearly labelled with:

- the child's name
- date
- name/strength of medicine
- clear instructions on dosages and times to be taken
- expiry dates

Leaflets must remain in packets (this is important as it tells us possible side effects of the medication being given).

If you feel that this is a problem you may ask your doctor for a split prescription, so that both you and the school have secure packaging.

We require a parental agreement form to be filled out for the school to administer any medication. This includes common medication such as paracetamol. Medicines will be kept in the medical room as some students in the school have allergic reactions to some common drugs. Forms can be collected from reception. All medications are recorded and tightly monitored. If senior staff/First Aiders or the Welfare Assistant feel that these are being abused we will inform parents and advise them that they need to visit their child's GP. These types of medication are not designed for long time control unless prescribed.

Children may not carry any medication on them including any sort of pain killers except blue Ventolin asthma pumps and EpiPens (these carry lifesaving drugs). Under the Medicines Act of 1968 no medication including paracetamol, aspirin or ibuprofen may be sold to children. If we believe that a child is misusing any medication or handing it out, then this could amount to offences under the Misuse of Drugs Act.

Paracetamol will be given to children while in school should the member of staff feel it is required, but not before 12 noon and the child will have to have had something to eat. Most headaches are caused by not drinking enough water, so a drink will be given in the first instance. Students are permitted to drink water in class and we advise they bring their own bottle to re-fill. Parental consent will always be required before administration unless a form has already been filled in. More of our students are allergic to ibuprofen than paracetamol so ibuprofen will not be allowed unless prescribed by a GP.

We have the right to refuse medications if the above procedure is not followed.