

Pupil Illness and Medication

Illness and Emergency Contacts:

Children should not be sent to school if they are unwell. We appreciate that it is sometimes difficult to make a judgement first thing in the morning, but would ask parents to be easily contactable if they send their child to school but are unsure about their fitness to attend.

On admission to school, parents are asked to provide at least two contact numbers in case we need to contact you during the day. It is essential that any changes to these contact numbers are notified promptly.

If a child should have an accident or become ill during the school day, we notify parents as soon as possible and advise of the child's condition. In an emergency we will call an ambulance. Where a hospital check is felt necessary, you will be asked to either to come and take their child to hospital or meet school staff at the hospital, depending upon the nature of any injury.

The class teacher will usually advise the Headteacher about a child's fitness to attend school and then the class teacher is most likely to make contact with parents over these issues.

Absence from School:

A child who is a full time pupil should attend school on a regular basis. It is the responsibility of parents to ensure that this happens. If a child is unwell, parents should inform the school directly by telephoning the dedicated absence line - 01454 867289. If a child has a medical appointment, parents should inform the school directly, in writing, through the home/school diary system or via the absence line. Parents will need to sign their child in and out of school when they are absent for part of the day for medical appointments.

Medication in School:

Many pupils at Warmley Park School have medication during the school day. School staff have full responsibility for all aspects of administering and storing medication. We are supported by the School Health Nursing service who provide ongoing training and advice.

The following systems are in place:

- Medications will only be administered in school when it would be detrimental to a child's health or school attendance not to do so.
- Where possible, all doses of medication should be given at home. We will administer medications that must be given at specific times of the day for medical reasons, however if all of the doses can be given at home then parents/ carers should do this.
- Parents are asked to complete Medical Consent and Medical Information forms when their child commences at Warmley Park School. Medicines can only be given in school if this is authorised.

- These forms are sent out annually at the start of each school year to ensure information is correct and up-to-date, however, should anything change during the year, please ensure you request a new form as we can only administer medications with clear information and full parental consent.
- Our School Health Nurse or First Aiders may contact you for clarification on medication/s for your child. This is perfectly normal practice that enables good communication between school and home, clarity over procedures and timings for medications, and ensures we provide the best of care for your child.
- All medicines sent to school should be given to an adult.
- All medication must be in the packaging in which it was prescribed and have the prescription label on it clearly showing the dosage. The prescription label and dosage should exactly match the information on the parental consent form.
- Staff will not be able to administer non-prescribed medication. If a child needs this in school (i.e. eye drops), please could parents consult their GP and ask for them to be prescribed if they need to be given during the school day.
- It is the responsibility of parents to ensure the medication kept in school is in date. Please could parents/carers note the expiry date before sending medication into school, and re-order as necessary. Any out of date medication will be returned to parents for them to dispose of appropriately.

Child Protection Procedures:

All schools have a responsibility to work with other agencies following statutory child protection procedures. As part of this process, we routinely note any minor injuries or other concerns about a child. This is not meant to imply a particular judgement and is always followed by a note to parents, usually via the home/school diary system, about the concern. This is done in a spirit of wishing to provide support to families and the Headteacher is happy to receive direct approaches from any family where we may be able to be of help. In the event of more serious concerns, the welfare of the child will always be the guiding principal in any action taken. The first recourse of the school would normally be for the Headteacher, who is responsible for procedures in school, to contact the parents directly to discuss concerns.