# **Medical Policy Statement**

Fairfax recognises there are times where it may be necessary for a student to take medication during the school day. We are prepared to take responsibility for these occasions in accordance with the guidelines laid down in this policy. We ask parents/carers to request their doctor, wherever possible, to prescribe medicine which can be taken outside the school day.

## **Support for Children with Medical Needs**

Parents/Carers are asked to provide the school with the following information about their child’s medical condition:

* Emergency contact numbers
* Name and contact number of G.P.
* Details of Hospital consultants
* Medicine details
* Allergies
* Special Dietary requirements

**Administration & Storage of Medicine in school**

### Medication that needs to be taken during the school day **MUST** be given to the Reception for safe keeping, with a letter of instructions for administration before the start of the school day.

### The medicine **MUST** be in its original container as dispensed by the chemist with the child’s name and instructions for administration printed clearly on the label.

### All medication administered must be recorded and signed for.

### **Inhalers**

### Students may carry their own inhalers which should be clearly labelled with their name, in case it is lost or misplaced during the school day.

* A spare reliever inhaler (blue) should be kept in the First Aid Room or in reception.

**Storage of Medicines**

* For health and safety reasons, it is vital that students hand in all medication to Reception before the start of the school day for safe storage.
* Students **must not** carry medication around school or share medication with other students.

### Emergency epipens, antihistamine, diabetic and epilepsy treatment will be kept in the Reception Office for quick access and use. All other medication will be kept in the First Aid Room.

* Please ensure that asthma kits include a blue reliever inhaler as well as a volumatic. The asthma kit is for use in emergency situations only.

**Disposal of Epipens/Sharps – Needles**

* Following routine checks, parents/carers will be contacted to collect expired items which must be returned to the Pharmacy where they were dispensed.

**Medical Guidelines for Parents & Carers**

Dear Parent/Carer

If your child becomes ill at school we need the following information to ensure that they are cared for in the best way. Please ensure that the school has written details of:

* Emergency parent/carer contact details
* Your child’s GP and contact details
* An alternative contact in case of emergency when parents/carers cannot be reached

Children of school age commonly suffer from infectious diseases. Some of these are given a specific name such as chickenpox or dysentery; some are termed ‘viral illnesses’ and others are described by the symptoms they cause such as diarrhoea and vomiting. Most of these are mild, short-lived illnesses in the majority of children, but the problem is that they are easily spread within the school setting.

**What happens if my child becomes ill or injured during the school day?**

Your child must report to the First Aid Room. **Children are not permitted to ask their parents to collect them from Fairfax before reporting to the First Aid Room.** The decision to send your child home is made by a member of staff who is trained in first aid.

If your child is not well enough to continue the school day, a member of staff will make every effort to contact you as a first contact. If the he/she is unable to contact you, they will proceed to call other contacts provided by the parent/carer.

Due to health and safety, it is academy policy, that sick or injured children are collected from school and escorted home by a parent/carer or an alternative nominated responsible adult. Please ensure you have obtained alternative contacts’ consent prior to including their name and telephone number on your child’s admission form.

In the event of an emergency where your child may need to be taken to hospital, every effort will be made to contact you so that you can accompany your child to hospital. If you are unable to get to Fairfax, a member of staff will accompany your child in an ambulance and will stay in the hospital until you arrive.

**What to do if your child is absent due to illness or injury:**

Please contact the school before 8:30am with the reason for your child’s absence and keep Fairfax informed of your child’s progress.

**Your child should not attend school when they are suffering from the following:**

* **Infectious Diseases**
* **Diarrhoea** – your child should remain at home for 24-48 hours after symptoms have disappeared
* **Vomiting**
* **Severe and strange sounding cough**
* **Headache and stiff neck** - particularly if your child is irritable and generally unwell
* **Conjunctivitis** – unable to open eyes which are very sore and sticky
* **Unusual spots or rashes**
* **Sore throat** or trouble swallowing.
* **High Temperature** - 38oC (100 Degrees F) and above.
* **Infected skin patches**
* **Severe itching** of body or scalp.

There are recommended recovery periods for particular conditions, depending on how long your child’s symptoms last and how quickly your child recovers. You should contact your family doctor for any further advice, particularly if your child’s symptoms are severe or persist.