

# MEDICAL ROOM AND PRESCRIBED MEDICINE POLICY

**NAG 5**  
**No: 504**

## Purpose

To provide an adequately equipped area for the administering of first aid and the care of unwell children. To ensure prescription medicine is dispensed with all due care and attention to safety.

## Guidelines

1. All teaching staff will be expected to hold a current First Aid Certificate. This will be included in the Staff Professional Development programme every second year.
2. First aid supplies will be regularly checked by the Office First Aider and where necessary restocked.
3. The school will maintain a current database of parents' contact telephone numbers and a medical profile of each child so that medical attention can be sought without delay.
4. During class teaching hours the care of students remaining in the sick bay will be at the discretion of the Office First Aider and the Principal.
5. Teachers on duty will be responsible for ensuring that all accidents/injuries in the playground are attended to. Any accident or injury that requires treatment will then be handed to the Office First Aider who will record it in the School Management System - Accidents.
6. If a staff member considers a child needs to go home or go to a doctor because of sickness or injury, the Office First Aider and Principal must be informed immediately, and the final decision will rest with the Principal. Parents will be contacted in the first instance, but if in the opinion of the Principal the sickness or injury needs urgent medical attention, such attention will be sought immediately. For all head injuries that are reported to the sick bay, parents will be contacted.
7. St Heliers School does supervise the taking of prescribed medicine in exceptional circumstances i.e. when it is absolutely necessary that a child must take prescribed medicine during school hours.
  - a) Any request from parents for such medicine to be administered at school must be received in writing on the relevant form held at the school office.
  - b) Supervision of the taking of the medicine will be by the designated Office First Aider.
  - c) A log book is to be kept recording the date, time and dosage of the medicine taken.
  - d) Prescribed medication must be taken on all out of school excursions.
8. Medication for individual children is named, and stored in the medical room, including individual action plans.
9. Epipens for individual children are named, and stored in the medical room.
10. Medical action plans must be displayed in a prominent place in each student's classroom and the Medical Room, for children who have significant health conditions.