

**PEASLAKE FREE SCHOOL
POLICY DOCUMENT**

POLICY NO: 21

SICKNESS, ILLNESS & MEDICATION POLICY

When a child becomes ill at school.

When a child in our care becomes unwell it is our usual practice to contact the parent/carer to arrange for the child to be collected from school as we have no medical facilities on the premises.

Illness and Medications policy

No medicines should be left in classrooms, pockets or bags in cloakrooms. A child with medication for an infection is often not well enough to attend school. On occasion, when a child is well enough to attend and medication is still necessary, for example finishing a course of antibiotics or an ongoing medical condition, it is advised that the administering of the medication should wait until 3pm or the parent/carer should bring and administer the medicine at school in the lunch hour.

However, if this is not possible, the medication must be brought to the school office and signed into the book in the office First Aid box, with written instructions for its storage and administration. The child's class teacher must also be fully informed.

At the end of the school day, it must also be signed out by the child's parent/ carer. If the child is being brought to school by someone else and the parent requests the school to administer the medication, they must provide an accompanying signed letter of request.

The office staff will administer the medication and sign the medication book kept in the first aid box in the office. If there is nobody in the office, it will be administered and signed for by the class teacher.

Sickness

If a child vomits, has a tummy upset or diarrhoea, the child should be kept at home for 48 hours to monitor their recovery.

Signed:

Date: