



Inspiring Learners, Growing Together

Castlethorpe First School • North Crawley CE School • Sherington CE School • Stoke Goldington CE School
St Andrews CE Infant School • Newton Blossomville CE School

The Village Schools Federation aspires to nurture and inspire every child to experience life in all its fullness. Our schools are rooted in inclusive Christian values to enable all to flourish by building knowledge, confidence and resilience for the future. We strive to be the best we can be.

“Whatever we do, we work at it with all our heart”

Colossians 3:23

Children’s Sickness & Medicines Policy

Purpose

This policy provides guidance to teachers, teaching assistants, Governors, Parent/Guardians in respect of the procedures for dealing with children’s illnesses and accidents, the administration of medicines and provision of an Individual Healthcare Plan (IHCP) for a child.

Principles

The school holds confidential information on pupils’ health which is updated regularly in line with GDPR guidelines. The provision of this information remains the responsibility of the parent. For any child with an IHCP in place, this should be reviewed annually and also as the child’s condition changes.

The child’s own doctor is the person best placed to advise whether a child should or should not be in school. However, children who are unwell should remain at home until fit to cope with the demands of a school day.

Children who have vomiting and diarrhoea should not return until **48** hours after the last episode.

If a child is sick in school all reasonable care must be taken to disinfect areas and remove any contaminated resources i.e. playdoh/sand/water.

Washing hands is the best way to prevent the spread of diseases – children are taught and encouraged to wash hands thoroughly and regularly.

Children are taught and encouraged to ‘catch it’, ‘bin it’ using tissues and throwing them in a bin or flushing down the toilet to prevent the spread of the cold and flu virus.

Prescribed Medicines

The school will consider requests made by Parent/Guardians in respect of the administration of prescribed medicines when:

- A child suffers from chronic long term illness/complaints such as asthma, diabetes or epilepsy – training will be given for the administration of some of these medicines i.e. epipens/ diabetic medication
- A child has recovered from a short-term illness but still requires prescribed medication i.e. anti-biotic.

Parents must:

- Send in a written request giving the instructions regarding the required dosage (see request form).
- A request form must be used whenever a Parent/Guardian wishes medication to be administered.
- The medication must be delivered personally to the school's main reception by a Parent/Guardian **Under no circumstances should medicine be brought into school by the child.** Medicine will be logged **on the appropriate form provided**
- Medicines will either be self-administered by the child in the presence of a member of staff (such as an inhaler), or will be administered by a member of staff according to the dosage instruction provided by the Parent/Guardian.
- All prescribed medicines must be clearly labeled with owner's name, dosage and contents in the original dispensing container.
- It is the responsibility of the Parent/Guardian to dispose of any medication that has not been used and empty containers.
- Medicines, such as anti-biotic, must be returned to the parent at the end of each day.
- Administration of medicines must be recorded in the medicine book – date and time/ dosage/pupil/adult administering

WHENEVER POSSIBLE PLEASE ASK YOUR GP TO PROVIDE PRESCRIBED MEDICATION SUCH AS ANTIBIOTICS IN DOSAGES THAT CAN BE ADMINISTERED BY THE PARENT/GUARDIAN OUTSIDE SCHOOL HOURS.

As Teachers and Teaching Assistants are not qualified doctors or nurses, they can only act as far as their training and common sense allows. The paediatric first aider on site must administer prescribed medicines as per the guidance above.

Asthma Guidelines

- The school has a responsibility to advise staff on practical asthma management.
- A school asthma register will be maintained and updated regularly.
- Parent/Guardians must provide school with details of dosage and the necessary equipment.
- It is the Parent/Guardians responsibility to inform the school of details of treatment and changes as they occur.
- Inhalers will only be allowed in school once Parent/Guardians have completed the administration of medicines form (see attached).
- It is the schools responsibility to check that inhalers are within their expiry date and have sufficient dosage in them and inform parents if they are out of date (check regularly so these can be ordered and replaced in good time before expiry).
- Inhalers will be kept in the Grab Bag and will be wherever the child is for quick access.
- Full Physical Education participation remains the goal for pupils with asthmatic conditions.

Epi Pen Guidelines

Some pupils may suffer anaphylactic shock through a severe and sudden reaction to insect bites, nut allergy etc. and may have been prescribed an Epi Pen for emergency use.

The school staff have agreed to administer Epi Pen medication in **extreme circumstances** and only if they have been trained in the use of such medication. Staff are fully aware that Epi Pens are a risk free treatment and a one shot injection which can do no harm and may relieve a potentially high risk medical condition.

All pupils who require Epi Pens must have an **IHCP** in place before the medication can be administered.

All medication will be labelled and kept in the Grab Bag and be wherever the child is for quick access. Schools must check expiry dates so that new epi pens can be ordered in advance of expiry.

Do	Do not
<ul style="list-style-type: none"> ✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so ✓ Check the maximum dosage and when the previous dosage was taken before administering medicine ✓ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it ✓ Inform parents if their child has received medicine or been unwell at school ✓ Store medicine safely ✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately 	<ul style="list-style-type: none"> ✗ Give prescription medicines or undertake healthcare procedures without appropriate training ✗ Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions ✗ Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances ✗ Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor ✗ Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers ✗ Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents

Some diseases which are notifiable under the Public Health Regulations (Infectious Diseases) Regulations 1988

- Food Poisoning
- Leptospirosis
- Malaria
- Measles
- Meningitis : meningococcal, pneumococcal, haemophilus influenza, viral, other specified / unspecified
- Meningococcal Septicaemia (without meningitis)
- Mumps
- Rubella
- Scarlet Fever
- Smallpox
- Tetanus
- Tuberculosis
- Whooping Cough

Reviewed: December 2025
Approved by Governors: January 2026
Next review: December 2026 (or earlier according to legislation)