



First Aid Policy

Ref: **LP-PW-014**

Version: **9.12**

Date: **24th August 2024**

Document Owner: **Paul Kershaw (Health and Safety/Compliance Manager)**

Description: This policy outlines the School's approach to first aid provision.

OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

1.0 INTRODUCTION

This policy outlines the School's responsibility to provide adequate, timely and appropriate first aid to pupils, staff, parents and visitors and the procedures in place to meet that responsibility.

2.0 AIMS

- To identify the first aid needs of the School in line with the DfE document 'Guidance on First Aid for Schools' available at the link
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/306370/guidance_on_first_aid_for_schools.pdf
- To ensure that at least one qualified first aider is available at all times while children are on school premises, and also off the premises whilst on school visits.
- To ensure the timely and competent administration of first aid and the effective implementation of the first aid policy.



3.0 OBJECTIVES

- To appoint the appropriate number of suitably trained people as First Aiders to meet the needs of the School.
- To ensure relevant training is planned for and ensure monitoring of training needs.
- To provide sufficient and appropriate resources and facilities.
- To inform staff and parents of the School's First Aid arrangements.
- To keep accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

4.0 RESPONSIBILITIES

It is the delegated responsibility of the School's Health & Safety Manager along with the Head of Prep School and Deputy Head (Pastoral) in the Senior School to ensure that the School's policy and procedures are implemented and monitored.

5.0 PROVISION

- 5.1 In view of the split site the School will aim to have at least one suitably qualified first aider on each site to ensure that there is always one available in case of absence. They are available from 8.00am until 5.30pm during term time in the Senior School and in the Prep School from 7.30am until 6.30pm for 50 weeks per year.
- 5.2 The Prep School first aiders are supported by a number of 'Emergency Life Support'-trained, 'First Aid at Work' - trained and 'Paediatric First Aid' - trained staff. In addition staff in the maintenance team and IT Department are trained in either 'Emergency First Aid at Work' or First Aid at Work to cover staff during holiday periods. There are also a number of staff trained across both sites as Mental Health First Aiders (see Mental Health Policy).
- 5.3 The Senior School has a designated Medical Officer who is available to administer first aid in the Medical Room
- 5.4 In the Prep School the children can be sent to the School Secretary who is First-Aid trained who is available in the School Office

6.0 TRAINING

- 6.1 Lists of all staff trained in the School are updated regularly and saved on the school server in both Senior and Prep school as well as on board in staffroom and in the school office.
- 6.2 Laminated lists of trained First Aiders are available around School in key areas.
- 6.3 The School supplements the basic first aid cover by training other staff in vulnerable areas, such as PE and Science. In the Prep School, training is arranged for staff appropriate to their departments, particularly in the Foundation Stage, where staff undertake paediatric first aid training. The majority of teaching assistants will have completed emergency first aid training every three years.
- 6.4 Updates of training will be given to the above every three years or when necessary.
- 6.5 A COSHH (Control of Substances Hazardous to Health) register is held in school and available through the Health and Safety Manager.



7.0 PROCEDURES

7.1 **Teachers** and other staff are expected to do all they can to secure the welfare of the pupils.

7.2 The First Aider will:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at School.
- Ensure that an ambulance or other professional medical help is summoned when appropriate.
- **In Foundation Stage** - there will be a minimum of two members of staff trained in Early Years First Aid (paediatric) to ensure that there is always one available in case of absence. A suitably qualified Paediatric First Aider (PFA) will accompany children whilst on outings or school visits.

7.3 Risk Assessment

Risk assessment reviews will be carried out at least annually, and when circumstances alter, by the Health and Safety Manager and relevant staff. Risk assessments will also be carried out for educational trips, exceptional on-site and off-site activities.

8.0 RE-ASSESSMENT OF FIRST AID PROVISION

As part of the Schools' annual monitoring and evaluation cycle:

- The Deputy Head (Pastoral) in the Senior School and Head of Prep School, in conjunction with the Health and Safety Manager, review the Schools' first aid needs following any changes to legislation, staff, building/site, activities, off-site facilities, introduction of new equipment, etc.
- While they are under no obligation to be first aiders, each member of staff who is a first aider should ensure that their training is kept updated and should include refresher courses (at the expense of the School), whilst keeping the Facilities Assistant informed of the situation. All the registered first aiders will be prompted when a training renewal is required.
- In the School the Facilities Assistant is responsible for ensuring that the First Aid Training register is up to date and for booking the relevant training sessions.
- The Prep School Administrator /Medical Officer ensures that the contents of the first aid boxes are checked and restocked on a termly basis.

9.0 PROVIDING INFORMATION

9.1 The Deputy Head (Pastoral) in the Senior School and Head of Prep School will ensure that staff are informed about the Schools' first aid arrangements.

9.2 The School Secretary/Medical Officer will:

- Maintain a first aid notice board in the staff room (Prep School only)
- Give all staff information on the location of equipment, facilities and first aid personnel.
- In the Senior School regularly update a document to include information and photographs of specific children who may require emergency treatment with adrenaline injectors or who are at risk of anaphylactic shock due to allergies and have other serious medical conditions which may require emergency treatment. This document will be uploaded on the Every System and all Senior School teaching staff must read this at the start of the academic year. This will be updated throughout the year and will be available to view in the Staff Handbook.
- The Prep School regularly update a document to include information and photographs of specific children who may require emergency treatment with adrenaline injectors or who are at risk of anaphylactic shock due to allergies and have other serious medical conditions which may



require emergency treatment. This is kept in the staffroom notice board and uploaded to the Every system for Prep staff to read.

- Information is available in the School Office and stored on the Every system to indicate where the first aid boxes are located and who the First Aiders are.

Information about the medical details of all relevant pupils is contained on a list on the Every system, with reference to more detailed information on iSAMs.

10.0 FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

The Deputy Head (Pastoral) in the Senior School and Head of Prep School must ensure that the appropriate number of first aid containers according to the risk assessment of the site are available. This will be done in accordance with HSE L74 guidelines on recommended contents.

- All first aid containers will be clearly marked.
- Each school minibus carries a first aid container, checked regularly by maintenance and restocked by the Prep school office. If staff use items from the first aid box, they must ensure that the box is replenished as soon as possible.
- PE staff will ensure that stocked first aid containers are taken to every off-site fixture. Mobile first aid kits are available for this purpose, along with the containers held in the school minibuses.
- There are First Aid kits for both the Prep and Senior Schools to be taken on Educational Visits.
- Spare stock is kept in the School Office.
- COSHH (Control of Substances Hazardous to Health Regulations 2002) safety data sheets for all substances used in school will be consulted and relevant risk assessments carried out Any relevant information made available to First Aiders.
- In the Prep School there are first aid bags taken out to each playground at every playtime. Within these bags there are carbon copy books for recording minor injuries and copies will be given to the child to show their teacher and parent. Children are given an orange slip to take home if treatment for an accident is given in the prep office. A carbon copy is filed in their pupil file.
- In the Prep School when a child bumps their head, we will monitor them by giving them a yellow lanyard to wear with the time of the bump and head bump signs to look for typed on the back.

11.0 ACCOMMODATION

11.1 In the Prep School pupils go to the office and there is a Medical Room adjoined to the office for them to lie down if necessary. There is also a washbasin and a lavatory en-suite.

11.2 In the Senior School there is a dedicated medical room with a washbasin, en-suite lavatory and two beds.



12.0 **HYGIENE/INFECTION CONTROL**

12.1 Illness and Medication

Whilst children are always treated sympathetically when feeling ill, parents will be advised that School staff are unable to look after those children who have been brought to School when they are unwell. Similarly, any child on medication should normally be at home, particularly if there is a risk of infection to others. In specific cases, in accordance with our Medical Conditions Policy, where it has been agreed by the Head of Prep School or School Secretary/Medical Officer in advance, medication may be given in School by the School Secretary/Medical Officer in the School Office. A Parental Agreement for School to Administer Medicine Form must be completed (see Appendix B and C). In the Senior School pupils requiring short term medication must bring their medication to the School Office where they are encouraged to administer their own medicines under adult supervision.

12.2 Medical Form

In the Senior School the parents of every new pupil receive an Individual Healthcare Plan Form to complete if their child has a long term or life-threatening health condition. Annually in the Summer Term, all children with an Individual Healthcare Plan are contacted to update this if there have been any changes to ensure that all data is available from the start of the following Autumn Term (see Appendix B)

12.3 The parents of every new pupil receive a medical form with their welcome pack to be filled in and returned at the beginning of the pupil's first term, and then periodically throughout their time at the School. Records are then collated, and relevant information extracted (i.e. asthmatics, special diets, allergies) and added to ISAMS, the school information management system. In the event of sudden changes, it is the responsibility of the parents to inform the School accordingly. Parents are asked to tick a box to confirm that the School can administer paracetamol.

13.0 **MEDICATION IN SCHOOL**

13.1 In the event of an emergency, medicine will be administered for potentially life-threatening conditions for example, inhalers for asthma and adrenaline injectors for anaphylactic shock (see Medical Conditions Policy and appendices for asthma, anaphylaxis, diabetes and epilepsy). Prior to administration all parental written permissions will be obtained.

13.2 Procedures are in place for pupils taking long term medication. Please refer to the Medicines and Medical Conditions Policies (Prep and Senior School).

13.3 For short term conditions in the Prep School, medication is taken to the school office by parents where a medication form is completed with the office staff. Medication cannot be administered without parent written permission and dose information. The child visits the office to obtain their medication which is recorded and taken under adult supervision. This also applies to EYFS (Early Years Foundation Stage).

13.4 For short term conditions in the Senior School, the parents complete a medication form and give it to the School Secretary. As long as a medication consent form has been completed the School will not speak to the parents before the student administers the medication.

13.5 Medication will not otherwise be administered without prior written parental consent. In the Senior School no child shall be given aspirin or ibuprofen unless prescribed by a doctor. However, in the Prep School paracetamol and/or ibuprofen is administered on the instructions of the parent.

13.6 When short term medication needs to be taken in School, the following procedure should be followed:



- The parent should take the medicine to the office with signed permission for the School Secretary/Medical Officer to administer.
- The medicine should be marked with the following (usually by the pharmacist): child's name, dosage, instructions for administration, cautionary advice and expiry date.
- The School will supervise self-administration of medicine by pupils and/or administer medicines as requested. A log will be kept detailing each occasion.
- Medication will be taken in accordance with prescription/pharmacy directions.

13.7 When medication is required on a long-term basis, for example if the pupil is affected by a medical condition, refer to our Medical Conditions Policies which include specific anaphylaxis, asthma, diabetes and epilepsy appendices.

13.8 It is the Parents' responsibility to ensure that all medication held in School is in date. Parents are advised to take medication home either at the end of treatment time or at the end of each term to check the expiry dates and renew any medications that have expired. The office keeps a record of medication stored and records when a dose has been administered. It is the parent's responsibility to arrange collection of medication, pupils will not be permitted to take it home.

13.9 There is a list of all children with medical conditions available in the office and on Prep Staff Common SharePoint site. The list is regularly updated when a medical condition for a pupil changes. Not all staff are informed of all amendments, only those with a need to know.

14.0 **ILLNESS AT SCHOOL**

14.1 If a child is taken ill at School the following procedures will be followed:

- The child will be listened to and observed for specific symptoms.
- If in a lesson, the child will be sent to the School Office if it is thought they are too unwell to stay in the classroom (the teacher should use discretion in evaluating necessity). Otherwise, the child can take themselves to the office during break times.
- The child will be assessed by a Class Teacher and a First Aider (Prep School) or by a First Aider or the Medical Officer (Senior School).
- Details of the illness will be logged along with the time and date and action taken.

14.2 The parents will be contacted if it is deemed necessary. In the Prep School the class teacher will first be informed if a child is to be sent home.

- If parents or second contact are unavailable the child should be made as comfortable as possible in School.
- If a child is physically sick, the containers that may be used are located in the medical area of the office (Prep School) or in the Medical Room (Senior School).

14.3 If a child is physically sick in the classroom the teacher will seek help. The Maintenance team will be contacted straight away, and help may be sought from a colleague to cover children whilst the incident is dealt with. In Prep School, if a teaching assistant is available, they will liaise with the maintenance team whilst the teacher deals with the class



15.0 INJURIES AT SCHOOL

15.1 If a child is injured at School and requires first aid, the following procedures will be carried out:

- All accidents will be dealt with as they occur.
- The situation will always be dealt with in a calm and sympathetic manner when accidents occur.
- If the accident is anything but minor, a qualified First Aider will be consulted.
- All accidents other than very minor (e.g. slight graze) should be logged via the Ill-health/Incident / Accident reporting form.
- Nobody should make any attempt to lift up a child who has fallen down, unless a moving and handling plan is in place and staff have been trained. If the child cannot raise themselves then an ambulance will be called.
- If it is judged that the injury is so serious that immediate hospital treatment is necessary, then an ambulance will be called to the School or the child taken to hospital and the parents advised of this fact. In these circumstances a member of School staff or person nominated by parents will always accompany and remain with the child until the parent arrives.
- Any accident which is serious or requires a visit to a hospital/doctors or in an ambulance will be reported to the Deputy Head (Pastoral) in the Senior School or Head of Prep School as well as the Health and Safety Manager by the School Secretary/Medical Officer.

15.2 Head Bumps in Prep School

- In the case of a bumped head, these procedures will be followed:
If someone has seen the incident when a head bump has occurred:
 - They will make a decision as to whether it is minor or major.
 - If it is deemed to be minor then the child will be taken to the office where he/she will be looked at, a head bump note filled out and possibly an ice pack applied.
 - If it is deemed to be more major and yet the child is walking about then the child will be taken to the office by the adult on duty who saw the incident and the child's parents will be phoned, a full report of the incident must be written up and possibly an ambulance called, depending on severity. The child will be kept in the school medical room until either the parent or an ambulance arrives.
- If a child bumps their head and is on the floor or unconscious, then a first aider must be called and the child must not be moved until first aid checks have been carried out.
- If a head bump is reported, but no adult has seen it:
 - If after questioning and first aid checks there is some concern or there is obvious evidence of a bump, then the head bump will be treated as more serious and the parent phoned. The parent will be asked to make a decision as to what they would like us to do next based on the information given.
- In the Prep School:
 - The child will be given a yellow lanyard to wear (Mr Bump) with information on the back about signs to be vigilant for. On the front the time of the incident will be written in marker pen.



- If the child then goes back to class, each teacher should be vigilant to the signs on the back of the card and this should be checked several times per hour.
 - If the child starts to show more concerning symptoms, then they must be accompanied to the office by an adult immediately and an ambulance/parent called.
- In the Senior School the relevant teacher will be informed and will remain vigilant for signs of concussion. If the child starts to show more concerning symptoms, then they must be accompanied to the office by an adult immediately and an ambulance/parent called.

15.3 Senior School

- First Aid equipment is available from the Office and from First Aid kits kept at various prominent points around the School, such as the School Office, Library, PE Department, each Science Laboratory and the Sixth Form block.
- A wheelchair is kept in the medical room and the Sixth Form.
- Ice packs are kept in the medical room and the PE Department.
- In the case of all accidents which necessitate absence from class, the parent will be informed if the first aider considers it to be necessary. In the case of head injuries, except in very minor cases (in which case we will inform the parent and monitor the situation), the parent will be asked to collect the child from the School Office.
- A Medical Book in the Senior School Office is used to record the time that any student is admitted to the medical room and the times of subsequent checks, with notes on any significant changes in the condition of the student. This information will be transferred to the official log on the computer at the end of each day.

15.4 The Prep School

- First Aid packs are kept in the office, at various points around the school, including the Dining Room, PE Department, Library, Drama Room and Science Room and on each playground. A map showing locations is in the staffroom on the medical notice board.
- There is a first aid box accessible in the Nursery at all times with appropriate content for use with children.
- Ice packs are kept in the Office, Nursery kitchen, PE office and first aid boxes.
- A wheelchair is kept in the School, near the Head of Prep School's office. This can be easily accessed when needed.
- In the Prep School, during break times staff members are on duty in the playground. They will make the initial assessment and treat there and then, and then record the treatment in the first aid book which is in the First Aid bags on the playground.
- Accidents, other than very minor (e.g. slight graze), should be logged via the Ill Health / Incident / Accident reporting form, found in the Prep School Office.
- The class teacher/First Aider must always inform the child's parent of any head injury, usually by way of a 'Head Injury' form (if minor), but if more serious, by phone. If the child attends an after-school club, an adult should be instructed to inform the adult in charge of the club that they have a head injury note.



- If a child is not being collected by a parent and there is concern – the parent should be contacted by phone.
- The child's class teacher should always be informed of any accident.

15.5 Reporting Accidents

Statutory requirements – Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) the School undertakes to maintain any records of any injury, disease or dangerous occurrence reportable to the HSE. The Health and Safety Manager is responsible for reporting such details to the HSE.

16.0 RECORD KEEPING

- 16.1 Accident records are kept for a minimum of seven years. All such records will be kept in accordance with the Data Protection Act 2018.
- 16.2 The Deputy Head (Pastoral) in the Senior School and Head of Prep School will ensure that a record is kept of any first aid treatment given by first aiders by the completion of the Ill-Health / Incident / Accident reporting form. Details from the forms will be entered onto the School's accident database by the Prep School Administrator Medical Officer who will collate the statistics and pass them to the Health and Safety Manager regularly for review and action. The H&S (Health & Safety) Manager will be responsible for investigating any significant incidents and the results documented and passed to the Headmaster and Governing Body.
- 16.3 In the EYFS a record of injuries is kept separately in the setting in the children's confidential files. The School will inform parents of any accident or injury (that they are aware of) sustained by a child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

17.0 SUN CREAM

Staff may not apply sun cream to pupils unless there is a medical condition and agreed with parents. Parents are advised to apply a high factor to their child/children before School. Many products are available that will last all day.

18.0 HEAD LICE AND THREADWORMS

The School will advise parents of any outbreak in School of head lice. Where it is reported that a child has threadworms, a letter will be sent to all parents in that year group or associated year group which gives advice on how to treat and how to prevent. Hygiene is discussed with the class and maintenance.

19.0 SPLINTERS AND STINGS

Only qualified First Aiders are permitted to remove splinters or stings.

20.0 SCHOOL TRIPS/VISITS

- 20.1 A staff member in the group will be appointed to be in charge of the first aid arrangements and will have a good working knowledge of first aid. A member of staff accompanying the trip must be first



aid trained. An adequate first aid box must be taken, along with parental authorisations and any other medication as authorised by parents.

- 20.2 For adventurous activities, visits abroad or residential visits at least one of the adults accompanying the group must be a fully trained first aider.
- 20.3 Supervising adults should know how to contact the emergency services and they should know the location of the nearest hospital.
- 20.4 In the event of any accident, the incident will be dealt with in accordance with this policy. Any travel sickness medication will require parental consent.
- 20.5 One member of staff should not take pupils on trips, organise out-of-school activities or entertain pupils in their own accommodation. The only exceptions to this rule are when trips involve only Sixth Formers, fewer than five students, when instructors are being met at the trip venue, or for a special event. If students are in Year 11 or below, then parental permission must be obtained if fewer than two members of staff are accompanying the trip. Permission from the Head Master, Head of Prep, DSL or Deputy Head must also be obtained. The staff member will be given a first aid kit and a list of any pupils with medical issues. The Educational Visits Coordinator must be made aware of this arrangement through the trip Final Approval process before signing off using the Trip Process Final Approval Form.

21.0 ABSENCE DUE TO ILLNESS

21.1 In the case of persistent absence through illness, the Tutor, Head of Year, Deputy Head (Pastoral) or Welfare Officer may request evidence such as:

- A Doctor's note
- A copy of a medical appointment card / letter
- A copy of the medication label showing the child's name and the date prescribed
- A Medical Prescription

21.2 For further procedures please see the School's Attendance and Registers Policy as well as the Children Missing from Education section of the Safeguarding Policy.

22.0 VOMITING/DIARRHOEA

22.1 Any pupil suffering with vomiting or diarrhoea must remain absent from School for 48 hours from the last bout of illness.

22.2 See Attendance and Registers Policy.

23.0 ROLES, RESPONSIBILITY AND REVIEW

23.1 The Headmaster, in conjunction with the Deputy Head (Pastoral) in the Senior School and Head of Prep School, is responsible for the implementation and monitoring of the policy.

23.2 This policy will be reviewed every year.



24.0 OTHER RELEVANT POLICIES AND DOCUMENTS:

- Attendance and Registers Policy
- Medical Conditions Policy, which includes Anaphylaxis, Diabetes, Asthma and Epilepsy.
- Health & Safety Policy

25.0 USEFUL CONTACTS

Royal Society for the Prevention of Accidents (ROSPA), Edgbaston Park, 353 Bristol Road, Birmingham B5 7ST Tel: 0121 248 2000

Department of Health, Wellington House, 133-155 Waterloo Road, London SE1 8UG Tel: 0171 972 2000

Health and Safety Executive, HSE First Aid Applications and Monitoring Section, Quay House, Quay Street, Manchester, M3 3JB Tel: 0161 952 8276

HSE Infoline Tel: 0541 545 500 or write to: HSE Information Centre Broad Lane, Sheffield, S3 7HQ

Last reviewed August 2024

Next review due August 2025



APPENDIX A

PARENTAL AGREEMENT FOR LINGFIELD COLLEGE STAFF TO ADMINISTER MEDICINE

Medication cannot be administered without the completion of this form.

Name of child				
Date of birth				
Form				
Medical condition or illness				
Medicine				
Name/type of medicine <i>(as described on the container)</i>				
Prescribed over the counter	Yes / No <i>please circle</i>			
Expiry date				
Dosage and method				
Timings				
Special precautions/other instructions				
Are there any side effects that the School needs to know about?				
Self-administration	Yes / No <i>please circle</i>			
Medication should be refrigerated	Yes / No <i>please circle</i>			
Procedures to take in an emergency				
NB: Medicines must be in the original container as dispensed by the pharmacy				
Contact Details				
Name				
Daytime telephone no.				
Relationship to child				



Address	
I understand that I must deliver the medicine personally to	School Office

The information detailed above is, to the best of my knowledge, accurate at the time of writing and I give consent to School staff administering medicine in accordance with the school policy.

I will inform the School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature

Date



APPENDIX B

INDIVIDUAL HEALTHCARE PLAN

Child's name				
Form				
Date of birth				
Child's address				
Medical diagnosis or condition				
Date				
Review date				
Family Contact Information				
Name				
Relationship to child				
Phone no. (work)				
(home)				
(mobile)				
Name				
Relationship to child				
Phone no. (work)				
(home)				
(mobile)				
Clinic/Hospital Contact				
Name				
Phone no.				
G.P.				
Name				
Phone no.				



HEALTH QUESTIONNAIRE

Has your child ever suffered from any of the following conditions? *(tick all that apply)*

- Diabetes
- Chest Pains
- Family History of Heart Disease
- Muscular/Joint problems
- Asthma or other Respiratory Problems
- Migraine/Dizziness
- Recent Surgeries
- Any sustained injuries/illnesses
- Epilepsy
- Difficulty with any form of physical exercise
- Currently taking any medication
- Severe allergic reaction
- Other

If you ticked any of the above, please give details of the condition below:

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc. Please add extra information on a separate sheet if necessary



Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision:

Daily care requirements:

Specific support for the pupil's educational, social and emotional needs (*please outline*)

Describe what constitutes an emergency, and the action to take if this occurs



I give consent for Lingfield College staff to administer the following medication in appropriate doses:

Paracetamol

- Prior to administration, a check will always be carried out into the last recorded dose
- Paracetamol cannot be administered if taken within the last **4 hours**.
- Parents will be notified via email that paracetamol has been administered

Parent/Guardian Signature Date



APPENDIX C

**PARENTAL AGREEMENT FOR LINGFIELD COLLEGE PREP STAFF TO ADMINISTER
MEDICINE IN PREP SCHOOL**

Medication cannot be administered without the completion of this form.

Name of child			
Date of birth			
Class			
Medical condition or illness			
Medicine (NB: Medicines must be in the original container as dispensed by the pharmacy) Where possible the need for medicines to be administered at School should be avoided. Parents are therefore requested to try and arrange the timings of doses accordingly. It is not School's responsibility to remember to administer medication.			
Name/type of medicine (as described on the container)			
Doctor Prescribed	Yes / No <i>please circle</i>		
Expiry date			
Dosage/method/timings			
Completion Date (where relevant)			
Self-administration	Yes / No <i>please circle</i>		
Medication should be refrigerated	Yes / No <i>please circle</i>		
Special precautions/side effects or other instructions the school should be aware of			
Procedures to take in an emergency			
Contact Details & Consent			
Name			
Daytime telephone no.			
Relationship to child			
I understand that I must deliver the medicine personally to the Prep School Office. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the School policy. I will inform the School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped (long term medication).			
Signature _____		Date _____	