



Ministerium Tuum Imple Love | Serve | Do the best that is possible

Illness at School

School Nurses – St Paul's has two school nurses who are available for pupils to visit at the medical room, which is located in F block, during the following times:

| | |
|----------------------------|-----------------------|
| Monday to Thursday: | 08.00 to 16.00 |
| Friday: | 08.30 to 14.45 |

Outside of these times, pupils should visit the General Office and they will be seen by a member of staff who is First Aid Trained.

During lesson time, other than in urgent situations, pupils require written permission from their teacher to allow them to attend the medical room. Lunchtimes and break times, pupils may "drop in" to the medical room as they require.

Illness at School

If a pupil becomes unwell during the school day and in the School Nurse's opinion the pupil is not well enough to remain in school, a parent will be contacted by the nurse to discuss the situation and arrange for the parent to collect the pupil from school. If a parent is unable to be contacted, one of the contact numbers, provided by the parents to the school, will be contacted. Please ensure any changes in contact details are given to the General Office.

If a pupil contacts parents themselves and arranges to be collected from school, this is considered an unauthorised absence and will be marked as this in the register.

It is a parent's responsibility to arrange for their child to be collected from school, if they are informed by the School Nurse, that their child is too unwell to remain in school.

Emergency Procedures

In the event of an emergency, every effort will be made to contact a parent so that they may accompany their child to hospital. If a parent is unable to get to school, a member of staff will accompany a child taken to hospital by ambulance, and will stay with them until the parent arrives at the hospital.

Administration of Medicines in School

Pupils with Asthma, Diabetes or Severe Allergies, may carry their medication with them in school. The medication must be clearly labelled and it is the responsibility of the pupil to ensure it is kept safely with them, at all times. Alternatively the medication and/or spare doses may be left with the School Nurse for safe keeping. Prescribed medicines should be provided in their original container, displaying clearly the child's name and the dosage instructions. The parental consent form can be obtained from reception and should accompany the medicines.

No other medicines, either prescribed or “over the counter” medicine, should be carried around school by pupils.

Medication to be taken by pupils during the school day should be left with the School Nurse at the Medical Room or at the General Office. The pupil should then attend the medical room for their dose of medication, at the required times. A parental letter of consent is required, stating the name of the medicine, the dosage and the time it is to be administered.

If the Nurse has any concerns/queries regarding the medication, she may contact the parent by telephone to discuss further.

Paracetamol

There are occasions when a pupil is unwell in school and in the judgement of the School Nurse (or, in her absence, a qualified first aider) it is appropriate for the pupil to receive a dose of Paracetamol. Written consent is required from parents before this may be given. The Pupil Health information sheet which parent/s complete prior to their child starting at St. Paul's, includes a parental consent for Paracetamol.

Paracetamol may be administered in school for the following reasons: headache, toothache, ear ache, period pain and to relieve mild cold symptoms. The School Nurse will administer paracetamol, if she decides it is appropriate, as long as no paracetamol dose, or other products containing paracetamol, have already been given to the pupil in the last four hours. The pupil will be issued with a written note giving the time, date and reason for administration. If Paracetamol is

required for any other reason than the above, a parent will be contacted to discuss the situation.

General Medical/Health concerns re pupils

Please keep the School Nurses updated, regarding any health concerns, diagnosis, treatment, relating to your child, which is relevant to their care in school.

If teaching staff raise any concerns regarding a pupil's health/medical issues, or the Nurses themselves have concerns, the Nurse will contact parents to discuss the matter.

If you have any concerns regarding your child's health and wish to discuss this with the School Nurses, please contact them on 01908 669735 ext 252, at the times shown above.