



**Snaith Primary School**  
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**Headteacher: Mrs Helen Calpin**

20<sup>th</sup> October 2017

**Dear Parent/Carer,**

We are currently reviewing our medical policies, practices and procedures in light of new directives from the Local authority in accordance with Public Health England. There are some key points which I would like to draw to your attention with regard to the administering of medicines and I would also welcome your views on a review of some aspects of our First Aid Policy and Procedure.

### **Administering of Medicines**

There have been one or two changes made in light of new directives issued by the Local Authority in accordance with Public Health England which school will be following after half term. These are as follows:

School will only administer medicines which have been prescribed by a doctor or relevant health care professional, or paracetamol oral suspension/melts for short term minor ailments. Paracetamol oral suspension should be provided in 5ml sachets only and sealed in an envelope with your child's name and class clearly marked.

In the event of over the counter allergy medication, please consult with school about the administration of this.

All medicines must be clearly labelled with your child's name, dose and time required to be administered.

Where ever possible we ask that administering medication in school is restricted to one dose. (Where children have Individual Health Care Plans for specific and long term medical needs timings and dosage will already have been taken into account.)

All medicines require parents to complete a form (Form 3) giving consent for the school to administer medicine. (This can be collected from the main entrance/office and will be available on the website.)

All medications require signing in at the main office.

Thank you for your support with this.

If you have any queries about anything with regard to medications please do not hesitate to contact me.

### **First Aid Policy and Procedure Review**

As you will be aware we often have bumps and bruises while children are at play, most of which are minor. When these are reported to us your son or daughter is seen by a member of staff who is first aid trained. We currently have 19 Emergency First Aid trained staff and 4 Paediatric Emergency First Aid Trained staff. If your child had has received any obvious and significant injury we would call you immediately and this will remain our practice.

However, if your child has been assessed by a First Aider and only a minor or no obvious injury is identified we recognise that this is something you would probably still like to be made aware of.



We are currently in the process of purchasing a new first aid recording book which will automatically generate a paper copy of the entry to be sent home to you with your child at the end of the day. However, we are aware that this very much relies on 'Pupil Post' and have a further proposal to send a text message which will inform you of the following.

'Dear Parent, we would like to make you aware that today your child has visited first aid. The trained first aider has made an assessment and only a minor or no obvious injury has been identified. Your child will be bringing a note home at the end of the day.'

I would very grateful for your view on these proposed changes as we are always seeking to ensure that our practice is the best it can be.

The options are:

1. Send a text message and a note.
2. Send a note at the end.

I would be grateful if you let me know your response by Friday 27<sup>th</sup> October, in order to give us time to put the new system/s in place after half term when we will go with the majority vote.

Yours sincerely

Mrs Helen Calpin  
Headteacher

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Reply slip – Parent views on Fist Aid Procedures.

My Preference is (please tick to indicate)

Option 1. Send a text message and a note.

Option 2. Send a note at the end.

Please state any other points you would like us to take into account.