



School Medical and Medicine Administration Policy

At **La maisonnette**, we have qualified First Aiders who have been trained on how to provide First Aid to anyone that has an accident within the school.

All students are required to complete their medical form which also contains record of their vaccinations. It is also mandatory that the school be informed of any possible allergies that your child may have.

We hold the medical information on all the children in order to ensure that we can provide medical assistance to each individual child should they get injured or have an accident. It is compulsory for all medical forms to be returned on your child's first day of school.

Medical Records

We keep record of all treatment that your child receives during their time at school. We also record all accidents and injuries to your child. Access to these records are restricted.

If your child becomes ill / Emergency Medical Treatment

We will always contact you in the first instance should your child suffer anything more than a trivial injury, or if he or she becomes unwell during the school day, or if we have any concerns about their health. A medical report will be given to the person who has been assigned by yourself to collect your child for them to take home. This medical report will notify you of any treatment given to your child at school.

Should your child fall ill during school hours, we will ask you to pick them up immediately. In the case of a fever, we will seek permission to administer calpol.

In the case of an emergency, the child will be taken to the nearby hospital linked to the day care. Any bill incurred will be settled by the parents.

Exclusion Criteria should be followed at all times; this document can be found on the noticeboard at reception.

Should your child sustain a head injury no matter the severity, you will be called immediately.

Medicines

If your child has a medical condition which requires access to medication the parent must inform the school ahead of time. They will be expected to complete a medicine form giving details of when to be administered and quantity. No medicine will be administered without the completion of the medicine form.

If your child is on antibiotics, then this must be given at home.

Should your child need access to an epipen, inhaler etc. then one should always be left in school with written instructions on its usage and when it should be administered. We will inform you when it is due to expire 8 weeks in advance to allow adequate time for replacement.

A sick child does not benefit from classwork, please keep any child who is sick at home until they are fully recovered.