



PARENTS'/CARER'S RESPONSIBILITY

It is the parent/carer's responsibility to inform Wheatfen Forest School of any medical condition, allergy or medical history which may affect their child whilst at the site.

Parent/carers should administer medication to their children unless they wish for the Forest School leader to do this. A form must be signed stating which option they will follow.

Parent/carers should, on admission of their child, sign consent forms and state permission to administer antihistamines, analgesics and emergency medical treatment.

Parent/carers should also ensure the child is familiar with the dosage, subject to age and physical and mental capacity, and is able to self-administer the medicine under adult supervision where appropriate.

Wheatfen Forest School should be informed in writing of any change in child's medication or health needs.

ADMINISTRATION OF NON-PRESCRIBED MEDICATION

Staff should never give a non-prescribed medicine to a child unless there is a specific prior written permission from the parents. This permission must state whether the child has had an adverse reaction to the medication in the past.

In circumstances when a child suffers headaches or toothache, staff may be asked to issue mild analgesics such as paracetamol to relieve pain. This must be documented on the Calpol marchart or paracetamol marchart date, time, dosage, reason and signed by staff.

Prior to issuing children with any form of analgesics supplied by the Forest School, staff should check individual records to ensure parental permission is given.

Children should not be given analgesics on a regular basis unless prescribed by a health professional. If required, a medical appointment should be made in regard to the problem.

Tablets, which will be standard paracetamol caplets for pupils aged 12 and over, or preparations of Calpol melltlets designed specifically for children under 12, will be kept in a secure place (in a locked box) and not in first aid boxes.

On no account will aspirin or preparations of aspirin be given to children. This is particularly important where pupils under 12 are concerned.

If parents wish to send cough medicine which has not been prescribed by a health professional this must be in the original container and handed over to senior staff with a permission letter. Staff must complete a mar chart and sign for each dose given.



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