



Sutton St James Community Primary School



Medical Matters in School
Implementation Date: January 2026
Review Date: January 2028

Headteacher: Claire Willows	
Chair of Governors: Vicki Newton	
Date implemented:	
Date for review:	



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General Medical Matters

Medication

School is not a place for children who are ill. However, there are some instances where a child recovering from a short illness is considered by his/her doctor to be well enough to return to school although still receiving a course of medication.

A facility will be made available for any parent who wishes to come into school to administer medicine to their child.

If it is not practical for a parent to administer regular medication, then each request for medication to be taken in school will need to be recorded by completion of the appropriate school form.

School staff (Mrs Gadsden, Miss Willows, Mrs Bancroft-Turner, Mrs Pentney) will supervise the taking of the medication, but will not administer it, under the following conditions:

1. If it is essential that the medication must be taken in school hours.
2. If it is a prescribed medication.
3. If a request/consent form has been completed and signed, **BEFORE** the medication is required.
4. If the smallest possible measured amount has been handed in, by the parent to the office, clearly labelled with contents and owner's name.
5. It is the pupil's responsibility to find one of the above members of staff in order to take their medication.

Accidents in School

When large numbers of children are playing together, it is inevitable that there will be bumps and grazes which will be dealt with in school. A letter is sent home informing the parents of any more serious injuries or bumps to the head and how they have been dealt with.

The school has a number of qualified First Aiders among the staff. First Aid in school is intended for minor ailments, nosebleeds, bumps and grazes only. It provides for an otherwise healthy child to continue their day in school.

Incidents of a more serious nature are, thankfully, rare. In the event of an accident at school we make every effort to contact the parent before seeking further medical advice.

Illness/Medical appointments

If children are ill at school we contact parents. Parents are asked to keep the school up to date with contact telephone numbers.

If a child needs to leave school for a medical appointment during the school day a note/telephone call is required explaining where they are going and the time they will be collected from school, a verbal message from the child is not acceptable. NO child is allowed to leave the premises unaccompanied.