



## First Aid and Medicines Policy

Version	Date	Summary of Changes
1.0	04/07/2022	Initial version

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# Introduction

Under the Health and Safety (First Aid) Regulations 1981, every employer must make adequate provisions for first aid in the workplace. In addition to first aid equipment and facilities, this also includes the provision of first aiders. Although the regulations do not specifically cover students, those responsible for students have a continuing duty to provide adequately for them and any contractors or visitors on the premises. Therefore, where possible, it is sensible to combine first aid arrangements for employees, contractors and visitors with those for students.

## Risk Assessment of First Aid Needs

In guidance on [First Aid for Schools](#) (published by the Department for Education as part of its health and safety good practice series) the DfE advises that schools should take into account the following factors when assessing what first aid provision is needed:

- The size of the school; there may be split sites and/or split levels
- The location of the school; access to the school for emergency services
- Student numbers and age ranges
- Staff or students with disabilities or special health needs
- Particular hazards, e.g. dangerous tools, equipment or machinery or hazardous substances
- Working outside normal school hours e.g. caretakers
- Accident records; these will help identify the level of first aid needed
- Assess the number of First Aiders that will be required to provide adequate and appropriate first aid cover.

The DfE guidance points out that there are no national regulations for the number of first aiders required in schools.

In Guidance on First Aid for Schools the DfE advises that schools should also take into account:

- The need for adequate first aid provision during breaks and lunchtime
- Cover when first aiders are on leave or otherwise absent
- Adequate first aid provision on school visits and at school if a first aider is away on the visit
- Adequate first aid provision for practical departments and physical education

The Approved Code of Practice, First Aid at Work; Health and Safety (First Aid) Regulations 1981 and guidance gives the same advice. It is suggested by both the DfE and the Health and Safety Executive that first aiders should include support staff, e.g. behaviour managers, learning support assistants and site supervisors.

# First Aiders

A first aider is someone who holds a current certificate, which shows that they have successfully completed a 'First Aid at Work' training course or an equivalent multi-day First Aid Course which has been approved by the Health and Safety Executive and who has agreed to be appointed by the employer as a first aider. Employers are obliged to provide first aid training for those they appoint as first aiders. They are not obliged to provide such training for anyone who requests it. DfE guidance document 'Guidance on First Aid in Schools' advised that when selecting first aiders, governing bodies/Headteachers should consider the following factors:

- Reliability and communication skills
  - Aptitude and ability to absorb new knowledge and learn new skills
  - Ability to cope with stressful and physically demanding emergency procedures
  - The individual's normal duties. A first aider must be able to go immediately to an emergency
- Preference should be given to those involved in aspects of the school which carry a higher degree of risk e.g. D&T, Food Technology, Science, and P.E.

The initial 'First Aid at Work' training course is usually three days long. Candidates must pass an examination in the practice and theory of first aid. The qualification, which is gained, is valid for three years and must be renewed within three years by attending a two-day refresher or requalification course (or equivalent) and passing a further examination.

It is suggested that the training of first aiders should be staggered over the cycle of course requirements. This keeps knowledge and skills fresh and avoids gaps appearing in the provision and erratic burdens on training budgets.

Emergency first aid training could be combined with the recommended annual practice of refreshing the major skills of designated first aiders, perhaps as part of in-service training (INSET) day.

The cost of training and first aid kits and materials is borne by the employer.

## The Principal First Aid and Welfare Officer

The Principal First Aid and Welfare Officer is an individual who is appointed to lead day-to-day First Aid and Welfare operations. The Principal First Aid and Welfare Officer is responsible for communication between the school and parents/carers to ensure that students with ongoing medical needs are supported in school in line with their Individual Health Care Plans. The Principal First Aid and Welfare Officer is responsible for the administration of approved medication to students and for maintaining records and reports, including those required for statutory requirements.

## The Duty Teacher

The purpose of the Duty Teacher is to attend teaching environments when extra support is required. This could be the result of disruptive behaviour or it could be because a student is unwell. If the Duty Teacher is called because a student is unwell, the Duty Teacher should decide whether or not the student should remain in school. A student feeling unwell does not usually require the attendance of a First Aider. First Aid trained staff are not medical professionals and are not able to advise on illness.

# Appointed Persons

An appointed person is someone who can take charge of a situation in the absence of the first aider and summon medical assistance. Appointed persons are not first aiders. However, they should receive basic training in emergency first aid which cover:

- Resuscitation
- Control of bleeding
- Treatment of the unconscious casualty
- Communications
- Contents of the first aid box
- Treatment of the effect of particular hazards

In addition to the above, it is recommended for school staff and specifically the Principal First Aid and Welfare Officer, that they receive training in a number of common conditions which can affect students namely:

- Diabetes
- Asthma
- Epilepsy
- Anaphylactic Shock
- Fractures and dislocations
- Concussion

Appointed persons are not an acceptable alternative to first aiders and the requisite number of first aiders should also be present at the school site. In exceptional circumstances, appointed persons can cover the temporary absence of first aiders.

## First Aiders and Appointed Persons

The Leadership Team member responsible for Health and Safety will ensure that the required numbers are maintained by arranging training and refresher courses for existing first aiders and appointed persons.

See Appendix 1 for details of the location of The Principal First Aid and Welfare Officer, First Aiders and Appointed Persons throughout the school.

First Aiders may be called upon to deputise for The Principal First Aid and Welfare Officer in their absence.

Information must be made available informing staff who and where The Principal First Aid and Welfare Officer and First Aiders or Appointed Persons are.

# Out of School Activities

The presence of all types of First Aiders, three day or one day certificated is a requirement for all trips and off site visits as detailed in the Educational Trips and Off-site Visits Policy. Trip Leaders should check the intended venue for first aid facilities and suitably certified personnel.

When certain activities are planned, please ensure you cross reference this policy to the school's educational visits policy with regard to the need for a qualified First Aider attending the visit.

Overseas visits will require a qualified First Aider to accompany the trip.

# Contractors

It is the responsibility of each contractor working on any of the school sites to make their own first aid arrangements and to ensure that they have sufficient first aid provision available. All contractors are advised of this requirement.

# First Aid Boxes

Each qualified First Aider is allocated their own first aid kit. The Principal First Aid and Welfare Officer is responsible for checking and restocking each first aid kit. Each first aid box should contain at least the following items:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

**No medication is to be kept in first aid kits.**

Bloodstained dressings should be placed in sealed bags and deposited in the clinical waste bin provided in the first aid room.

As well as each First Aider having their own first aid kit, there are also first aid kits in the following locations:

- The First Aid & Welfare office (E010)
- Main Reception
- Student Reception
- Charnwood Reception
- All science labs
- All design and technology classrooms
- The school kitchens

# Medication

## Administration of Prescribed Medical Treatments to Students

To provide support and assistance to parents and allow students to continue their education without prolonged interruption, students can leave their medicines with the Principal First Aid and Welfare Officer. Students administer the medicine themselves, overseen by the designated First Aider.

A request to undertake the administration of medicines or other forms of medical treatment can only be accepted if the Headteacher is satisfied that the function can be legitimately performed by persons without possession of medical qualifications. Schools will in all instances be acting “in loco parentis” and should not undertake anything which medically unqualified parents could not be expected to perform for themselves. In terms of medical qualification, it should be noted that “First Aiders” are in no different position from other staff in this respect.

The dispensing of medication is only allowed when a parent’s written permission has been obtained. A record (Appendix 2) is completed before any student receives the medication. This checklist is then filed for future reference and a note made in the daily logbook. In the absence of a First Aider, the Headteacher and members of the Leadership Team are the only persons allowed to make medication available.

## Student Risk Assessments

Students will require a risk assessment to be completed before returning to school following any serious illness/accident or any loss of balance/mobility or any other issue the school feels needs special measures to be put in place to ensure a student’s safety or impact on learning. This will be carried out by the person deemed most appropriate to undertake the assessment.

## Parental Consent

All parental requests to schools for the administration of medicines or treatment to children should be made in writing, and are normally part of a Care Plan, clearly specifying:

- Details of the illness/condition to be treated.
- Instructions are necessary as to the timing, quantity/degree, method and duration of treatment. Wherever possible, direct confirmation of these points should be obtained by the parent from the family doctor or medical consultant responsible for prescribing the treatment. Any not obtained by parents in this way should be handed in with the written request.
- That the treatment may be administered by persons without medical qualification (again, if any doubt exists on this point, parents should be asked to obtain confirmation of this from the family doctor or consultant concerned which can then be provided to the school in writing).
- That the parents will immediately notify the school in the event of any change of circumstances relating to the treatment.
- An acknowledgement that the school cannot guarantee compliance with the treatment directions should unforeseen circumstances/difficulties arise and that the school will not be held liable for any shortcomings in treatment.
- Completion of form appendix 3 will comply with the above requirements.



The specific written authorisation on the basis outlined above should be obtained on the occasion of each (separate) illness.

Parental consent for the administration of over-the-counter, non-prescription analgesics (Paracetamol or Ibuprofen) where a student has a headache or needs pain relief following a First Aid incident can only take place if the student has returned a Paracetamol and Ibuprofen Consent form which has been completed in ink and returned to the school (See Appendix 5). Where consent has not been issued, a decision must be made as to whether the student can stay in school or should be sent home. If there is no record of consent being given or refused, the student will be given a replacement copy of the consent letter to complete and return to school.

Children with long-term illnesses or conditions should be the subject of periodic review with the renewal of parental consent if necessary.

## Delivery and Storage of Medicines

The Headteacher should ensure that any medicines or other forms of treatment which they agree to administer are dealt with as follows:

- Delivery should be made to the school preferably by the parent or by another responsible adult acting at the request of a parent. The medicine or other treatment should be either handed directly to the Principal First Aid and Welfare Officer or another First Aider, see Appendix 1.
- The medicines or other materials must be clearly labelled with contents, dosage/application instructions and the name, date of birth of the child and the home address to avoid confusion.
- All medicines or other materials for the treatment of children should be kept in separate containers and stored in securely locked cupboards at locations not normally accessible to children.
- A record must be kept at the school of all medicines etc. received, including dates and identity of the child, see Appendix 4.
- It is considered essential that a record should be kept of the dates and times when any medication is administered.
- It is also essential that any occasion of failure to administer (for whatever reason) is also recorded, and that the parents/carers are advised as soon as possible.
- It is also essential that any error made in the administration of medication should also be recorded, and that the parents/carers are advised as soon as possible.
- If medication is destroyed or disposed of by the school, this should be recorded with the identity of the person undertaking the function.

## Contacting First Aid

The Principal First Aid and Welfare Officer can be contacted via Radio or telephone on extension 8014. If the Principal First Aid and Welfare Officer is not available, all other First Aiders can be contacted by dialling extension 8888. In the unlikely event that no First Aider is available, all Appointed Persons can be contacted by dialling extension 8889.

# Students visiting the First Aid Room

Students who feel unwell (sickness, cough, cold, etc) will need the duty teacher to attend to assess the student and decide whether or not they are to be sent home. **A First Aider is not required to decide whether or not the student is well enough to remain in school.**

First Aiders are here to deal with accidents and injuries on site. Students who require First Aid should not be sent to the First Aid room alone. If the injury is not urgent, the duty teacher should be called who can then contact First Aid to provide support. If the injury is severe, then a sensible student should be sent to the first aid room to request support from the Principal First Aid and Welfare Officer.

The first aid room is open during break times and lunchtimes and operates a drop-in clinic for those students that have felt unwell or who have a non-urgent injury. The Duty First Aider will review each student who visits and will take the appropriate action required.

## Accident Procedure and Reporting

In the event of an accident, staff are to follow the procedure below:

1. First Aider administers first aid if appropriate.
2. Details logged on the Evolve Accident Book and SIMS.
3. Evolve accident form filled in immediately with staff member/student present if possible.
4. Parents/carers need to be contacted in all cases regardless of the severity of the accident. The student is either returned to class if appropriate or the parent/carer is contacted to collect the student. No student should be left unattended in the Medical Room. Staff members return to work or make their own arrangements to travel home.
5. The Health and Safety Coordinator should be made aware of the accident form on Evolve.
6. Health and Safety Coordinator:
  - a. Check Accident Form fully completed.
  - b. Take action to address any unsafe environment.
  - c. Inform the Health and Safety Coordinator (Assistant School Business Manager or in their absence the School Business Manager) if the incident may be investigated by H.S.E. or if the injury is reportable (RIDDOR).
  - d. Health and Safety Coordinator informs the Headteacher of the incident
7. Next day, the Principal First Aid and Welfare Officer or the designated First Aider
  - a. Checks to see if the staff member or student is in school.
  - b. If absent, phones the staff member or parent for an update. Check if the staff member or student may have to be detained in hospital for 24 hours.
  - c. The Principal First Aid and Welfare Officer or the designated First Aider notifies the Health and Safety Coordinator to commence RIDDOR action.
  - d. If a staff member/student is absent from school for 3 days as a result of an accident, the Principal First Aid and Welfare Officer should inform the Health and Safety Coordinator to commence RIDDOR action.

# Students requiring Hospital treatment

Should any student require hospital treatment parents/carers will be contacted to accompany/meet the young person. In the event of non-contact, The Principal First Aid and Welfare Officer, a First Aider or a member of staff will accompany them. Under no circumstances will a student be sent on their own.

Should a staff member require hospital treatment, appropriate arrangements are to be made.

If any student or member of staff requires hospital treatment, the Headteacher and student's parents or staff next of kin will be informed.

Cotham School has two AEDs (Automatic Emergency Defibrillators) on-site for use in the event of a non-breathing casualty, one is situated in Visitor Reception on Cotham Lawn Road and the other at the Stoke Lodge Playing Fields inside the Pavilion foyer. All First Aiders are trained in the use of the Defibrillator.

## First Aid / Accident Log Book

Section 88 of the Social Security Act 1975 requires all employees to inform their employer, as soon as possible, when they have sustained an injury at work. They can if they choose, ask another person to report the injury on their behalf.

An employer is required to ensure that all injuries, regardless of how minor they may appear, are recorded in an Accident Book. The Accident Book is referred to as B1510 however there can be no objection to an alternative book being used, which is of a similar format and includes sections that require specific information to be entered. At Cotham School, this information is recorded on the Evolve system.

Any accident or injury involving a student, member of staff, visitor or contractor should be recorded on the Evolve system.

Entries must be made as soon as practicable after an accident has happened and must be readily accessible at all reasonable times to any injured employee and any person bona fide acting on their behalf. The book (entry) should be preserved for three years after the date of the last entry.

Every employer is required to take reasonable steps to investigate the circumstances of every accident recorded in the book. If there appears to be any discrepancy between the circumstances found and the entry made it is a requirement to record the circumstances so found.

The accident book may also be used by the employer to record injuries that the law requires to be recorded and reported to an enforcing authority – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. (RIDDOR)

# Information required for Evolve Accident Book

The Accident Book, if not the B1510, should be hard covered and contain at least the following sections:

- Section 1 Full name, Address and Occupation of Injured Person.
- Section 2 Signature of the injured person or other person making the entry (if the entry is made by a person acting on behalf of the injured person the address and occupation of the person must also be given).
- Section 3 Date when the entry was made.
- Section 4 Date and time of the accident.
- Section 5 Room or place in which accident happened.
- Section 6 Cause and nature of injury (stating clearly the work or process being performed at the time of the accident).

The daily logbook in use serves both purposes of First Aid and Accident Book.

## Monitoring and review

- This policy will be reviewed annually and approved by Governors.
- Any incidents occurring during the school year will be evaluated and where necessary appropriate action will be taken to amend the policy accordingly.

## Links with other policies

This policy is linked to our:

- The Health and safety policy
- Educational Trips and Visits Policy
- Policy on the use of emergency inhalers. From 1/10/14 the Human Medicines (Amendment) (No 2) Regulations allow schools to keep emergency inhalers for students who have been diagnosed with asthma where the inhaler that the student would normally use is not available, is broken or is empty. The emergency inhaler kit is located in Room E010. The Government guidance is here: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/416468/emergency\\_inhalers\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf)

# Appendix 1: First Aiders and Appointed People (updated November 2021)

## COTHAM SCHOOL



If you require emergency support from a First Aider dial **8888**, this number calls all accredited First Aiders. To contact a named person call the numbers detailed below

Name	Contact Number	Location	Certification Expiry Date
Karen Hollywell	8014	Principal First Aid and Welfare Office (E010)	01/12/2024
David Saddler	8021	DT Office (D103)	27/04/2025
Ed Carpenter	8029	IT Services Office (A003)	12/11/2023
Felicity Perera	8054	Admin Office (A114)	07/04/2025
Jared Rufus	8042/8043	Science Prep Room (C208)	24/03/2025
Liz Smith	8090	Inclusion \ SEND (B017)	01/11/2024
Marie Beaver	8067	Post 16 Student Services Leader	13/03/2023
Matt Carpenter	8046	Site Assistant	10/06/2024
Nicola Dutton	8099	Post 16 Academic Mentor (G207)	25/10/2022
Sarah Coney	8036	PE Office (F105)	27/04/2025
Simon Barnes	8020	Performing Arts Office (E102)	14/12/2024
Zizzy Lugg-Williams	8093	Learning Coordinator (K002)	06/01/2024

**All of the Accredited First Aiders carry Radios, call Reception 8200 to ask for Radio contact**

**The following employees have undertaken Appointed Persons training and should be contacted if there is no accredited First Aider available. Please dial **8889** or use the direct number listed below.**

Name	Contact Number	Location	Certification Expiry Date
Adam Vaughan	8027	Humanities (A009)	13/01/2023
Anna Bingham	8035	MFL (A028)	02/11/2024
Anna Shute	8099	Careers (B103)	02/02/2025
Ben Saunders	8027	Humanities (A009)	13/01/2023
Caroline Brice	8027	Humanities (A009)	13/01/2023
Cerys Madigan	8036	PE (F105)	18/04/2024
Claire Meek	8027	Humanities (A009)	16/07/2023
Donna Ferris	8036	PE (F105)	05/05/2024
Gary Buchanan	8027	Humanities (A009)	13/01/2023
Jack Barber	8041	Science (C208)	21/06/2025
Jamie Collin	8036	PE (F105)	07/11/2024
Jamie Lloyd	8027	Humanities (A009)	13/01/2023
John Worster	8027	Humanities (A009)	29/11/2023
Kane Book	8036	PE (F105)	23/01/2023
Natalie Burt	8092	STEAM Office (C110)	29/11/2023
Nicola Baynton	8036	PE (F105)	22/04/2024
Rachael Moore	8027	Humanities (A009)	13/01/2023
Russ Davidson	8046	Caretakers House (H202)	13/01/2023
Sophie Sow	8036	PE (F105)	28/06/2024
Stephen Hallett	8036	PE (F105)	02/12/2022
Suzanne Paice	8069	Careers office (B104)	13/01/2023
Thomas Slane	8041	Science (C208)	09/06/2025

**[NB: The live document which is kept up to date, can be viewed on Google Docs, here.](#)**

## Appendix 2: Record of the Administration of Medication to Students

<b>Date</b>	<b>Medication</b>	<b>Amount given</b>	<b>Amount left</b>	<b>Time given</b>	<b>Administered by <i>(if the self-administered student to sign)</i></b>	<b>Comments <i>(inc supervised by if necessary)</i></b>

No alterations/overwriting in the event of any error. Mark the error line with an asterisk and then on the next available line insert another asterisk with the text – entered in error, should read and then the correct details.

# Appendix 3: Administration of Prescribed Medication

## Notes for parents/carers:

- All medication must be delivered to the Principal First Aid and Welfare Officer by a parent/carer and the medical register, detailing dosage and frequency must be signed by both parties
- Cotham School will not be able to give your child any medication unless you have completed, signed and returned this form in advance.
- Only prescription medications will be accepted. Every item must be in the original container as dispensed by the pharmacist and must display a clearly printed pharmacy label displaying the correct dosage. No handwritten instructions will be accepted.

Student name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Tutor group: \_\_\_\_\_

Name of medication: \_\_\_\_\_

Dosage/method : \_\_\_\_\_

Frequency: \_\_\_\_\_

Self-administer: Yes/No

Specific info (re: after lunch/before sport etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any side effects that that school should be aware of? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Full name and contact details of GP or consultant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe what constitutes an emergency for your child and the action that you would like the school to take if this occur: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The above information is accurate at the time of writing and I give consent to the school to administer medicine to my child in accordance with my wishes and the school's policy for supporting students with medical conditions in school.**

- **I understand that I must deliver any medication personally to the Principal First Aid and Welfare Officer**
- **I understand that I must notify the school of any changes to my child's healthcare plan IN WRITING**

**Signed (Parent/Carer)** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NB: If more than one medicine is to be given a separate form should be completed for each one**



## Appendix 4: Record of the storage of Medication for Students

Date	Student Name	Tutor Group	Date of Birth	Name of Medication	Volume Received	Dosage Frequency	Other notes / comments

No alterations/overwriting in the event of any error. Mark the error line with an asterisk and then on the next available line insert another asterisk with the text – entered in error, should read and then the correct details.

# Appendix 5: Paracetamol and Ibuprofen Consent



Cotham School, Cotham Lawn Road,  
Bristol, BS6 6DT  
Headteacher: Ms Jo Butler  
t: 0117 919 8000  
e: [info@cotham.bristol.sch.uk](mailto:info@cotham.bristol.sch.uk)  
[www.cotham.bristol.sch.uk](http://www.cotham.bristol.sch.uk)

Dear Parents / Carers

## Paracetamol and Ibuprofen

I am the Principal First Aider and Welfare Officer at Cotham school and I wanted to contact you regarding the use of paracetamol and ibuprofen for your child during the school day.

On multiple occasions, I have found that many students have attended first aid with minor ailments that could potentially be dealt with in an alternative way here in school as opposed to having to call you the primary carer or parent. In my experience, this often then progresses to sending the student home. The school is continuously monitoring student attendance and ways to make sure your child gets the most from their school experience. Obviously, low attendance can impact your young person in a variety of ways.

We are seeking parental consent to be able to administer paracetamol or Ibuprofen if, after assessment by a trained first aider, they are needed. As a school, we would still notify you with any concerning illnesses or injuries but this would allow us to manage the headaches, tummy aches/cramps and similar complaints that wouldn't necessarily require the student to be sent home from school. We would be logging in our records which tablet was provided, the dose and at what time. It would be managed and monitored meticulously.

As the parent/carer of your young person, you are not obliged to consent to trained and certified first aiders administering any pain relief of this nature but it would be helpful for your young person's welfare if the first aiders could provide this medication to your child. In order to do so, we would need the slip signed by you and returned so that your consent is held in our records.

If you have any further questions please contact me by email (via [info@cotham.bristol.sch.uk](mailto:info@cotham.bristol.sch.uk)) or phone (via the school switchboard) and I would be more than happy to discuss further with you.

**Please note that the school can only accept a paper copy of this form that has been physically signed by you and returned back to the school.**

Kind regards,

**Karen Hollywell**  
**Principal First Aider and Welfare Officer**  
Cotham School | Cotham Lawn Road | Bristol | BS6 6DT



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Cotham School, Cotham Lawn Road,  
 Bristol, BS6 6DT  
 Headteacher: Ms Jo Butler  
 t: 0117 919 8000  
 e: info@cotham.bristol.sch.uk  
 www.cotham.bristol.sch.uk

**Paracetamol and Ibuprofen Consent Form**

Please complete the form below and return it back to the school.

**Please note: Electronic submissions of this form are not accepted.**

**Please print and complete all details in pen and then return the form to school (to your form tutor).**

**Students name:**..... **Intake Year:**.....  
 (Please write in BLOCK CAPITALS)

**Please tick one box**

I **DO** consent to my child receiving the correct dose of paracetamol or ibuprofen for their age as detailed on the medication instructions during school hours if a need is determined by trained first aiders. I understand that this consent will remain valid whilst the child attends Cotham School and will only be withdrawn if a written request is received from the parent/carer.

**OR**

I **DO NOT** consent to my child receiving paracetamol or ibuprofen during school hours.

**Parent name (print):**.....

**Parent/carer signature:**.....

**Date:** .....



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