

1<sup>st</sup> July 2024

Dear Parents /Carers

### **Guidance from our School Nurses**

There has been new statutory guidance regarding the administering of medicines in school which, as a school, we have to adhere to from immediate effect.

If your child has an illness and is prescribed 'prescription only medicine' from the doctor which needs to be administered in school, parents /carers must bring the medicine to the front office and fill and sign the appropriate forms giving school permission to administer it. The medicine must have your child's name, issue date and dose (with a syringe and not a spoon) to be administered clearly visible on the front of the medication. The label must be from the pharmacist.

This also applies to any child that has medication for long term medical needs for example an inhaler which must be presented to school in the box.

If your child has been a little unwell and you would like them to receive a dose of Calpol then again you must bring the Calpol with a label from the pharmacist on the front of the box with your child's name and the dosage clearly visible. Please bring it to the front office and fill and sign the appropriate forms (please note medication like Calpol will not be kept in school indefinitely and will be returned after a few days). This is the same for medication such as antihistamines (Piriton) which will only be administered using the correct procedures as mentioned above.

Any child that feels unwell during the school day and has a high temperature, it is our duty to phone the parents/carers and then appropriate action taken. Parents can come into school and administer Calpol or, if they feel they need to, take their child home.

We have been instructed that these changes are statutory and form part of the 'Health and Safety' procedures around administering medicines at school and part of all safeguarding policies.

Please note that in school we will always keep an emergency epipen and inhaler and under the direction of the paramedics administer it if we are instructed to do so.

Yours sincerely

Mrs G Healy  
Executive Head Teacher



Administration  
of  
Medicines  
In School

