



17th July 2019

Dear Parents/Carers,

Medicines in School

As our academic year ends, to ensure that we stay in line with 'Keeping Children Safe in Education' and our Medicines in School Policy, we must inform you of the following procedures: -

- All medication will be sent home with your child on the last day of term, medication will only be given to a responsible adult.
- If you are not collecting your child on the last day, Friday 19th July, you must arrange to come and collect any medications from the office at some point during this day.
- **NO** medication will be handed from previous teacher to new teacher.
- Any medication not collected on the last day of term will be disposed of.
- When we return on Thursday 29th August, if your child still requires medication, you must come into the school office on that morning. I will be outside the main door from 8.15am, so please allow additional time. You will be required to complete a new 'medicine in school' form for the new academic year.
- If your child is **asthmatic** you will need to complete a new asthma care plan, the 'permission to access the emergency inhaler' form and the 'medicine in school' form (all attached). Please bring the forms back completed to save you time, along with your child's inhaler (in prescribed box) and spacer on the first day. All children must have a spacer to administer their inhaler in school. This will enable me to compile an up to date asthma register. This also includes children with **anaphylaxis**, who require Piriton or an EpiPen in school.
- If your child has **eczema**, you will need to complete the 'medicine in school' form.
- Children with **Diabetes** or **Epilepsy** care plans are updated annually (or if their condition changes) with the Diabetic or Epileptic nursing team, therefore this does not apply to you, **but you will need** to complete a new 'medicine in school' form for the new academic year.
- Please be reminded that we cannot administer any over the counter medication in school. Only medication prescribed by a doctor will be administered. Anti-biotics, pain relief or any other types of medication should be administered at home, unless in exceptional circumstances where a care plan would need to put in place.
- **Never** send your child with medication in their bags to self-administer, this is a safeguarding issue that would be dealt with seriously, this includes any creams or lotions that include medication, as they can be harmful to other children with allergies.

If you have any queries, please feel free to contact the school office on 01902 554 900.

We thank you for your co-operation.

Yours Sincerely

Mrs J Brettle

SENDCo Lead/Deputy Designated Safeguarding Lead

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