

Ref: CR/PJB

Dear Parent/Guardian

There are strict regulations regarding the administering of medication to students in school. In order to comply with all guidance I am informing you of some important documents which must be completed if you have a request for the administering of prescribed medication to your son/daughter. Please note the following:

Prescribed Medicines

- Medicines should only be brought into school when essential, that is where it would be detrimental to a child's health if the medicine were not administered during school hours.
- The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.
- Thomas Keble School will only accept prescribed medicines that are in date, labelled, provided in original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
- All prescribed medicines will be returned to the parent when no longer in use.

If your child's medication passes its expiry date, it is your responsibility to ensure we receive a new supply.

A log will be kept in the medical room of all administered medication and we would welcome your continued support on our procedures regarding administering non-prescribed medication.

Non-Prescribed Medicines

- Paracetamol will be limited to a single dose per day, never issued before 11.00 a.m.
- If a child suffers from frequent or acute pain the parents should be encouraged to refer the matter to the child's G.P.
- No child will ever be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Please do not to send students to school with medication that we do not know about.

The school is also using Individual Health Plans for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. The four most common conditions are asthma, diabetes, epilepsy and anaphylaxis. It is the parent's responsibility to fill in the Individual Health plans, seeking the advice of a medical practitioner when necessary.

There are separate forms which are to be used if your child suffers from any of these conditions which we have enclosed if you have already informed the school.

All forms are available from reception or on our website and all information regarding any medication needs to be updated every school year and we thank you for your support in this matter. It is important parents inform the school immediately in writing of any changes to the information provided and realize that this is a service that the school is not obliged to undertake.

Yours sincerely

Mrs C Rossiter
Assistant Headteacher

