



STEPHENSON WAY ACADEMY AND NURSERY SCHOOL

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Important information about medicine at school

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Dear Parents

Please read through the follow notes regarding our procedures for administering medicines at school. **Some parts have changed since I wrote to you about this last year** because we have to keep in line with the latest government guidelines.

Day to day medicine

1. Medicines must be prescribed by a doctor or a nurse.
2. Medicines must be in their original packaging, including the child's name, dosage and expiry date.
3. Only medicines which need to be taken 4 times per day or more can be accepted into school. This includes prescribed painkillers such as Ibuprofen or Paracetamol.
4. Medicines need to be brought into school by an adult, who must complete a school medicine form at the time of handing over the medicine.
5. All medicines must be handed in at the school office, not to class teachers or teaching assistants.
6. Medicines must be collected from the school office by an adult. Medicine will not be handed over to children for them to take home.

Creams and lotions

1. Creams and lotions also need to be prescribed by a doctor, and can be used in school when needed. We may liaise with the school nurse for advice in individual cases.
2. Adults must hand the cream into the school office, and a medicine form needs to be completed.
3. If a member of staff needs to assist a child to apply the cream, a care plan will be agreed with parents.
4. Cream from home will be stored securely in school, away from other children.

Other information

1. Cough sweets, throat lozenges and throat pastels are not allowed in school. This is because there is a risk of choking. Also, many of these products have a recommended dosage on the label which would be hard for school staff to monitor.
2. Non-prescribed medicine, for example Calpol, cannot be administered by school staff. However, in some cases arrangements can be made for parents to visit the school to give their child the medicine.
3. Inhalers now need a care plan as well as a medicine form. I will write to you shortly about this in a separate letter. Inhalers need to be clearly marked with the child's name, and need to be in date.

Please keep the school updated about your child's medical conditions, for example allergies.

Please read the information in this letter carefully and if you have any questions please contact the school.

Mr. Jones, Deputy Headteacher