

LINGFIELD

PRIMARY SCHOOL

Partners in Learning
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Dear Parents

Medicines in School - Updated Information for Parents

Following an appraisal of our systems and advice from the School Nursing Service, we have made some changes regarding the administration of medicines in school. The new systems will be as follows:

- Children with Epipens for severe allergic reactions - the procedures will remain the same as before and treatment plans will be updated regularly.
- Children with severe allergies and prescribed medication - the procedures will remain the same as before and treatment plans will be updated regularly.
- Children with inhalers for asthma - Parents will be asked to complete a 'Pupil Medication Request' which will give contact information, details of the medication, symptoms, when medication should be administered and the dose. There is also space for parents to state any special considerations, past allergic reactions etc. This medication will then be kept in school all the time so it is always available. If you have difficulties getting duplicate sets of medication to keep in school, please let us know and we can put you in touch with the School Nursing Team who will be able to help you. If your child requires additional medication, e.g. a brown inhaler, for a short period of time, perhaps because they have a cold, please send this in separately and complete a separate form. This additional medication should then be collected when it is no longer needed.
- Children with inhalers prescribed for short term conditions - Parents will be asked to complete a 'Pupil Medication Request' form which will give contact information, details of the medication, symptoms, when medication should be administered and the dose. There is also space for parents to state any special considerations, past allergic reactions etc. Once this medication is no longer needed it should be collected from school. If needed again, a new form should be completed to ensure that all information is accurate and up to date.
- Other prescribed medication - If a doctor has prescribed antibiotics for your child, please take advice on when it is anticipated they will be well enough to return to school. It is also a good idea to ask your doctor if they can prescribe a medicine that is administered 3 times a day which means it will not need to be given in school. If it is necessary for your child to have 4 doses a day, we are happy to administer this in school but will require parents to complete a 'Pupil Medication Request' which will give contact information, details of the medication, symptoms, when medication should be administered and the dose. There is also space for parents to state any special considerations, past allergic reactions etc. We would expect this medication to be collected at the end of each day unless your doctor has given you a second bottle specifically for school. At the end of the course the medication should be collected and, where necessary, disposed of by parents.
- Non-prescription medicines - It would not normally be necessary for your child to have any non-prescription medicines in school. There are, however, some exceptions to this, such as children who suffer from migraines. In these cases, parents need to discuss this with school staff and complete a 'Pupil Medication Request' which will give contact information, details of the medication, symptoms,



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when medication should be administered and the dose. There is also space for parents to state any special considerations, past allergic reactions etc. The School Nursing Team have advised us that if a child requires paracetamol during the day for minor ailments such as coughs and colds, parents should consider whether they are actually well enough to be in school. The guidance issued by Surrey and the DCSF (Department for Children, Schools and Families) also states that "A child under 16 should **never** be given aspirin or medicines containing ibuprofen unless prescribed by a doctor." We will therefore not administer these unless their use is verified by your doctor. If you make a request for your child to receive non-prescription medication, it is vital that we are aware of any doses already given that day so that we avoid giving the child more than the recommended dose. We will not, therefore, be able to hold medication for children just in case they need it. Please be assured that if your child is unwell, we will phone you so that they can be collected.

- Please note that we cannot give any medication, including inhalers and Epipens, if they have passed their expiry date. Prescribed medicines should also have the dispensing pharmacy's label showing the child's name, dose and date dispensed. All medication should be in its original container and blister packs should be in the original box showing clearly what medicine it contains.
- Parents are responsible for ensuring that long term medication kept in school is kept within date.
- Non-prescription medicines not collected within one week of the end of the course will be disposed of.
- The guidance issued by Surrey and the DCSF states that "A child under 16 should **never** be given aspirin or medicines containing ibuprofen unless prescribed by a doctor." We will therefore not be able to administer these drugs in school unless their use is verified by your doctor.
- All medicines should be brought into school and collected by a responsible adult. We will not administer any medication brought in by a child and will not allow any child to collect medication at the end of the day.
- If you need to send medication into school via another adult and do not have a 'Pupil Medication Request' form, we will accept a signed note from you. This note must include:- your child's name, your contact details, the medical condition and symptoms, when the medication should be administered, i.e. when certain symptoms are evident or at certain times, the dose, how long the medication is required or the end of the course, the expiry date of the medicine, any medication taken at home and any allergies or special instructions associated with the administration of the medicine.
- Under no circumstances should children be given medication to keep in their school bag or take medication in school unsupervised.

Please do not hesitate to contact us if you have any questions regarding this information.

Yours sincerely



Mr Ron Gandolfo
Headteacher



PP Mrs Maggie Vinten
SENCO

Lingfield Primary School Pupil Medication Request

Child's Name: _____ DOB: _____

Parent's surname if different: _____

Home address: _____



Parent's home: _____



Parent's work: _____

GP Name: _____ Location: _____ 

Please tick the appropriate box:

- My child will be responsible for the self-administration of medicines as directed below.
- I agree to members of staff administering medicines/providing treatment to my child as directed below.

I agree to update information about my child's medical needs held by the school and that this information will be verified by GP and/or medical Consultant.

I will ensure that the medicine held by the school has not exceeded its expiry date.

Signed: _____ Date: _____
(parent)

Condition or Illness	Migraine
Symptoms	
When the medication should be administered, i.e. times/when certain symptoms appear	
Medication	
Dose	
How long medication required/completion date of course	
Expiry date of medication	
Medication administered at home	
Allergies	
Special instructions	

NOTE: Where possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly.

Illness in School



If a child becomes ill at school, the following procedure will be followed;

- If the teacher or teaching assistant considers the child too ill to continue with lessons, then s/he will be sent to the first aid post outside of the school office with a request for parents to be contacted.
- If the teacher or teaching assistant is unsure if the child is too ill to continue with lessons, then s/he will be sent to the first aid post outside of the school office and the headteacher/deputy will make the decision whether to send for parents.
- It can be very upsetting for a child to be ill and the school has no staff available to sit with them. Parents are, therefore, asked to ensure that the office has up to date contact numbers, and that they respond as quickly as possible to requests to fetch their child from school.



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Injuries

If a child is injured at school and requires first aid the following procedures will be followed;

During break times there is always a supervisor responsible for first aid and they will make the initial assessment. Most children will be treated there and then and the treatment will be recorded in the first aid book.

In the event of a more serious injury, the child will be taken to the office area and the headteacher/ deputy will be informed..

If it is judged by the headteacher/deputy that the injury is so serious that immediate treatment is necessary then an ambulance will be called to the school or the child taken for treatment and the parents advised of this fact. In these circumstances a member of the school staff will always accompany and remain with the child until a parent arrives.

The school undertake to provide first aid training for most staff. A list of staff with first aid qualifications is posted next to the first aid box in the office area.

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Medicine in School

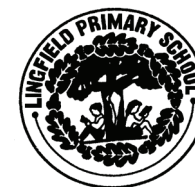


Generally, children who are unwell should remain at home. There are occasions when the doctor advises that a child can return to school but still needs to continue with a course of medicine. In this case the parent should ask the doctor if it is possible to prescribe a medicine which can be taken at home (eg in three doses, morning, after school and evening). If this is not possible, then the following procedure should be followed;

- The parent should take the medicine to the school office and fill out a 'Pupil Medication Request' form.
- The medicine should be marked with the following (this is usually done by the pharmacist); child's name, dose/frequency of administration, instructions for administration, date of dispensing, cautionary advice, expiry date.
- The school will supervise self-administration of medicine by pupils and/or administer medicines as requested. A pupil medication record will be filled out each time.

Medicines should be brought to school by a responsible adult and it is the parent's duty to collect the medicine from school at the end of the treatment time or when the medicine reaches its expiry date. With the exception of medicines needed in emergency situations (eg inhalers), *Surrey policy does not permit children of primary age to carry medicines.*

There is no requirement for teachers to administer medicines. In this school the office staff will store, supervise and administer prescribed medicines and maintain the necessary records. This is a voluntary act and is not part of their job description or contractual obligations. *Staff will not normally administer non-prescribed medicines unless they are for a specific condition, eg. Migrane or toothache. In these circumstances you will need to discuss your child's needs with a member of staff and complete a 'Pupil Medication Request' form. Please note that Surrey guidance states that we are not allowed to administer medicines containing aspirin or ibuprofen to children under 16 unless prescribes by a doctor.*



MEDICAL MATTERS



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Children becoming ill, or getting injured, at school can be very stressful. The purpose of this leaflet is to inform parents of school procedures in the event of illness and injury and of the school policy on administering medicines.
