

12<sup>th</sup> April 2017

Dear Parent/Carer

In accordance with the government's updated policy and guidance on supporting children with medical needs in school, Bedale High School has now implemented the recommendations outlined below:

- Parents/ carers have a prime responsibility for their child's health and should provide school with information about their child's medical condition.
- Medicines should only be bought into school if/when they are essential; where it would be detrimental to a child's health if the medicine wasn't administered during the day.
- School will only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist.
- All medicines **must** be provided to school in their original container as dispensed and include the prescriber's instructions for administration.
- All medicines should be bought to the office by a parent/carer so that they can be stored correctly.
- If medicines are prescribed in doses, parents/carers should ask prescribers if they can be given outside of school hours (morning, after school and at bedtime).
- Medicines that are no longer required will be returned to parents/carers for their safe disposal.
- Regulations require that a consent form must be completed by parent/carer before medicines can be administered and school must keep a written record of administration.
- Staff should never give a non-prescribed medicine to a child, unless there is a specific prior written permission from parents/carers.
- **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**
- Health care plans should be written up for children with specific medical needs.
- Additional safety measures may need to be taken for outside visits, additional staff, parents/carers or another volunteer may be needed to accompany a particular child.
- Children with asthma should carry their own asthma reliever when they are in school and an additional reliever is to be kept in the school office, in case of an emergency.
- All staff should be informed of children with medical conditions, and they should be informed of what action to take in an emergency.
- For children with long-term medical needs, the school nurse must be informed of:
  - Details of the child's condition
  - Special requirements – e.g. dietary needs and pre activity precautions
  - Any side effects of medicines
  - What constitutes an emergency
  - What action to take in an emergency
  - What not to do in the event of an emergency
  - Who to contact in an emergency
  - The role that staff can play during an emergency
- No child under 16 should be given medicines without parent/carer's written consent. Members of staff giving medicines to a child should check:
  - The child's name
  - Prescribed dose
  - Expiry date
  - Written instructions provided by the prescriber on the container

For children with specific medical needs, for example, epilepsy, nut allergy etc, an appointment can be made with the school nurse, Head of House and Senior First Aider to draw up a 'Health Care Plan' as it is essential that children's medical needs are met by the school and a plan is in place in case of an emergency.

Attached is a Parental Agreement for the administering of medicines, which will need completing and sending to the school office before any medication can be given to children. A copy of this form can be downloaded from the Bedale High School website under the 'parent' tab.

If you require any further information, please do not hesitate to contact the school office on 01677 422419.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mr T Rawdin', written in a cursive style.

Mr T Rawdin  
Headteacher

## FORM 2 Request for school to administer medication

**The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication. A child under 16 should never be given aspirin or medicines containing Ibuprofen unless prescribed by a doctor.**

Details of pupil			
Name		DOB	
Address		Form	
Condition/illness medication to be issued for:			
Medication			
<b><i>Note: Medicines must be in the original container as dispensed by the pharmacy.</i></b>			
Name/Type of medication and strength			
For how long will your child take this medication (start and end date required)			
Date dispensed			
Quantity received			
Full directions for use:			
Dosage and method			
Timing			
Special precautions			
Are there any side effects the school needs to know about?			
Self-administration	Yes / No		
Procedures to take in an emergency			
Contact Details			
Name		Daytime tel no	
Address			
I understand that I must deliver the medicine personally to the office staff and accept that this is a service which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.			
Signature(s)			
Date			
Relationship to pupil			