



Dear Parent/Carer,

We would like to share with you the School's policy on the Administration of Medicines in line with the Department for Education (DFE) guidelines and the Code of Practice as recommended by Essex County Council.

The following procedures will therefore apply.

Use of Medicines During the School Day

If a child needs to take medicine during the school day, the medicine must be sent in to the school's First Aider together with written instructions (on a medical consent form which can be obtained from the Main Office) detailing:

- The name of the medicine
- The reason for taking it
- The amount and frequency of the dose
- The length of time the medicine is to be taken for
- (please note any unused medicine will be returned to you)
- The expiry date of medication

The parent or carer must sign this form. All medication must be in original packaging with pharmacy label detailing the students name, how and when it should be taken and expiry date. **NO MEDICINES WILL BE ACCEPTED UNLESS LABELLED AND ACCOMPANIED BY A COMPLETED AND SIGNED MEDICAL CONSENT FORM.**

Long Term Conditions

If a student has a long term condition (allergies, anaphylaxis etc.) full details must be given to the School, together with clear instructions on how you wish us to deal with any issues, should one arise. Asthma pumps must be clearly labelled as detailed in the above paragraph, and accompanied by an inhaler consent form (which can be printed from our website or obtained from Reception). Epipens must be in original box with pharmacy label and accompanied by an up to date care plan (as arranged by allergy clinic or school First Aider).

Occasional Use of Paracetamol

The only 'medication' that the School is permitted to give out to students on an **occasional basis** is paracetamol.

If you do not want your child to be given Paracetamol, please write to the school. Students will only be given permission to see the First Aider during lessons for serious complaints.

Headteacher: Sarah Cox, BA (Hons)

Croft Road, Benfleet, Essex, SS7 5RN **Tel:** 01268 794215

Email: info@theappletonschool.org **Website:** www.theappletonschool.org

Sudden Illness During the Day

With regard to illnesses that develop at school, the First Aider will make a judgement as to whether the student is well enough to return to class or needs to be sent home. If on the rare occasions when students need to be sent home, the School will contact the parents or carer so that you can make the necessary arrangements to collect them. **Please note, we will never send a child home without parental agreement.**

IT IS NOT ACCEPTABLE FOR A STUDENT TO CONTACT YOU DIRECTLY TO REQUEST TO BE PICKED UP DURING THE SCHOOL DAY. Students who are unwell must report the fact that they are feeling unwell to their teacher who will then take the appropriate action.

Accidents and Emergencies

Students who have serious accidents or suffer severe reactions will be given immediate First Aid and sent to Hospital, with parents, or if necessary, an ambulance will be called. In these cases, you will always be informed by the office staff. Please ensure that we have the most up to date emergency contact numbers for your child. If your contact numbers have changed, please let us know via data@theappletonschool.org.

I would be grateful if you could explain these procedures to your children so that they are clear about how to report an illness and what is likely to happen. We have fully trained First Aiders available during school hours. If you have any concerns about the issues raised in this letter, please do not hesitate to contact your child's Head of Year.

Yours sincerely,



Ms S Cox
Headteacher

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