



June 2024

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 Nurse 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 guardian 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 nurse).

Continued/...

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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 school nurse during lessons for serious complaints.

Sudden Illness During the Day

With regard to illnesses that develop at school, the School Nurse will make a judgement as to whether the student is well enough to return to class or needs to be sent home. Please note, that the School employs a fully qualified RGN, RSCN Nurse and any such judgement will arise from this training background. If on the rare occasions when students need to be sent home, the School will contact the parents or guardian 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 immediately by the office staff.

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. Apart from the School Nurse, fully trained First Aiders are available during school hours, whenever the Nurse is unavailable. If you have any concerns about the issues raised in this letter, please do not hesitate to contact me.

Yours sincerely



Ms S Cox
Headteacher

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