



Elton Primary School & Nursery

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Our Ref: Admin 271

1st February 2018

Dear Parents and Carers,

Following recent updates to our Administering Medication Policy, I am writing to share with you what we are allowed to give in school. As an inclusive school, where we try to encourage good attendance, we are happy to give your child medication where possible, following strict guidelines to which we must adhere.

From February 1st 2018 we request that all medication for illness (such as antibiotics and steroids etc.) that needs to be administered during the school day, comes to school in the original package with the pharmacy label stating the dosage and the child's name as prescribed by the doctor. Parents will need to give written consent for us to give this prescribed medication via the permission form that we keep in school. We cannot accept unlabelled medicine. We cannot accept written notes or permission from parents instead of a prescription, so this means we cannot accept over the counter remedies.

In line with current practice, long-term medication (such as that listed in an Individual Health Care Plan), will still be required in the original package with the pharmacy label stating the dosage and the child's name as prescribed by the doctor. Parents will need to give written consent for us to give this prescribed medication via the permission form that we keep in school. We cannot accept unlabelled medicine. We cannot accept written notes or permission from parents. We cannot agree to changing the dosage, even when you may choose to do this at home. We recommend that if you feel the dosage is no longer correct for your child, that you contact your child's doctor for a medical review and our SENDCo/your child's class teacher will discuss this with you on an individual basis.

We have 2 staff trained to administer medicines and record keep as per legal guidelines.

For school trips that involve an overnight stay, also called residential trips, the guidance above remains the same. To attempt to be organised and to ensure that the trip leaves on time without a problem, we would ask that long term medication comes to school prior to the visit commencing, as per the individual letter pertaining to that visit, and information shared on the parent's information evening prior to the visit taking place. For short term illnesses, then naturally, bringing the medicine on the morning of the trip is acceptable.



Also, on occasion, we are required to complete site specific medical forms in addition to the records that we have as a school – although we may be aware of the information in school, we are not allowed to complete this information on your behalf. If you have any queries about this, the office staff are always able to give advice.

I hope that this information is helpful, and if you have any questions about the content of this letter, then please do not hesitate to get in touch.

Kind regards,

Victoria Carr
Head Teacher

