

# OAKWOOD INFANT AND NURSERY SCHOOL

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Headteacher: Mrs Julie Carter

15 May 2018

Dear Parents/Carers

We have recently reviewed the administration of medication in school; as a result we have slightly changed some of our procedures.

We would ask parents to request that their doctor, wherever possible, prescribe medication, which can be taken outside the school day (i.e. antibiotics given three times a day could be given before school, immediately after school and before bed). However, we as a school recognise that there are times when it may be necessary for a child to take medication during the school day (ie. four times a day, pain relief etc.).

We are prepared to take responsibility for these occasions but we will only administer PRESCRIBED medication.

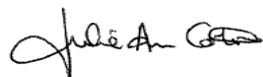
If your child needs to receive prescribed medication during the school day the following steps should be taken:

- Parents/carers must personally hand over the medication to a member of the office staff at 9.00am. Medication cannot be accepted before this time due the high number of enquiries before 9.00am and the increased number of requests for the administration of medicine coming in. Medication will not be accepted at the cloakroom or classroom doors.
- The medication should be in the container as prescribed by the doctor and as dispensed by the pharmacist with the child's name, dosage and instructions for administration printed clearly on the label. A label which states "To be taken as directed" does not provide sufficient information. Precise information must be supplied. Unfortunately school will refuse to administer the medicine if this information is not clear.
- Liquid medicines should be accompanied by a 5ml (or smaller) medicine spoon or oral syringe. Unfortunately school will refuse to administer the medicine if a spoon or syringe is not included.
- Parents/carers should complete a parental consent form for each medicine given. Office staff will check the medicine dosage etc. against the information on the consent form.
- Should the medication need to be changed or discontinued before the completion of the course or if the dosage changes, school should be notified in writing immediately.
- It is the parents'/carers' responsibility to make sure that medication is replenished when needed.
- Out of date medication will be returned to the parent/carer.

We apologise if any of these procedures cause inconvenience but the steps have been developed in order to keep your child safe in school, whilst maintaining the safety of school staff and other pupils.

Thank you for your co-operation in this matter.

Kind regards



Julie Carter