



THE BURGESS HILL ACADEMY

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Principal: Mr Jon Francies

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Dear Parents/carers

I am writing to let you know that there are some changes that affect how we can manage your child's medicines in school.

Medicines – Prescribed

Parents are encouraged to request that the prescribed dosage fits around the school day. If not possible, staff in the academy Medical Room can administer any prescribed medication. Please find attached forms MM2 and MM3 that need to be completed by parents/carers and brought in to the academy with any medicines that have been prescribed for your child for long or short term medical conditions.

Medicines must be in their original packaging and including dosage information. Students using inhalers should have their inhaler about their person at all times, in addition to a spare held within the Medical Room. New parental consent will be required for a change in pattern or dosage of medication. Dosage administered must be according to prescriber's instructions. For students carrying their own medicines, parents will need to complete form MM4.

Due to changes in the Human Medicines Act schools from October 1st 2017, schools have been able to purchase an adrenaline auto-injector for emergency use in certain circumstances. Further details are included in Policy H8 – First Aid and Medical Policy <http://www.brightonacademiestrust.org.uk/about/policies>. Parental consent must be received to administer adrenaline auto-injector using form MM6.

The academy Medical Room also has an emergency inhaler for asthma sufferers and may be used by students who have been diagnosed as asthmatic by a medical doctor and their prescribed inhaler is not present. Parents/guardians must provide consent for their child to use the emergency inhaler using form MM5. Parents will also be notified in writing the day that the inhaler is used.

Medicines - non-prescribed

If an academy student is unwell during a lesson s/he will be encouraged to wait until the next break before reporting to first aid staff. All non-prescribed medicines that parents wish to be administered will need to be provided by parents/carers, in original packaging. Parents/carers will need to complete attached form MM1. Non-prescribed medicines include paracetamol, ibuprofen and antihistamine. Only one non-prescription medication will be administered at a time. If a student returns to the Medical Room for more than 48 hrs with the same symptoms, staff will advise parents to contact their doctor. The school will not administer non-prescription pain-relief medication for more than 48 hrs.

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Paracetamol – Academy staff must not provide pain relief medication to students; they may administer pain relief provided by parents/carers. New dosage guidance states that children aged 10-15 should be given 1 tablet (No 'plus' medication or including caffeine). The Medical Room staff will contact parents before administering paracetamol to check if a previous dose has been provided before school. Parents are also asked to advise us of any previous adverse reaction and keep us informed of any changes. The academy will not administer paracetamol until 4 hrs has elapsed since the last dose (no more than 4 doses in 24 hrs). If paracetamol has been given at 8am then one dose of paracetamol can be given in school after 12.00.

Ibuprofen - the school will not administer Ibuprofen at all during the school day if it is confirmed that it has been administered at home before school (Ibuprofen lasts for 6 hrs). Requests for Ibuprofen after 12pm – parents will be contacted to confirm that a dose has not been administered before school. If the school cannot confirm if pain relief was taken before school, the school will refuse to administer pain relief.

Ibuprofen and paracetamol should only be given alternatively when recommended by a medical professional.

Medicine containing aspirin will not be administered unless prescribed by the student's GP.

Parents who completed and returned forms previously will also need to complete and return the new forms.

Parents will be asked to collect medicines that are date-expired or no longer needed.

The arrangements above apply to both in school and off-site activities (including residential trips).

Please contact us office@theburgesshillacademy.org.uk if you have any concerns.

Regards



Mr J Francies
Principal