



3 September 2020

Dear Parents/Carers

MEDICINES IN SCHOOL

Regular medication

Can we take this opportunity to please remind you that if your child has any regular medication that is kept in school (asthma pumps, epipens, anti-histamine, excema cream etc) that this is handed in to the school office on their first day of school, along with any paperwork that may have come home with it when it was returned to you last term. If you did not receive any paperwork, or your child is joining us in Reception, please complete this when you drop the medication off at the school office. Please ensure that all medication is in date and clearly labelled with your child's name. It should be in the original packaging that it was dispensed in. If your child uses an asthma pump you should also provide them with a spacer to use in school.

Ad hoc/short-term medication

Although it is not mandatory for them to do so, school staff may be willing to administer antibiotics or (only in certain circumstances) other short term medication if at any time a child is well enough to come to school but needs to finish a course of treatment. Ideally the parent themselves should come to school at the prescribed times to administer the medication, but if this is not possible then parents should request this **in advance** via the school office and complete the necessary consent forms before any medication can be given by staff. All medicines must be handed into the office by the parent or other nominated adult in the mornings and collected from the office at the end of the day. All medication should be in the packaging it was dispensed in showing the child's name, date it was dispensed etc. Under no circumstances should medicines be brought into school in a child's school bag or jacket pocket.

School staff will not administer pain relief medicines such as calpol or cough syrup, cough sweets and other similar medications. Children must not be sent to school with any such items to keep with them in their school bags or pockets.

Can we remind you that if you are giving your child Calpol or similar to relieve a temperature or for any other reason then they should not be attending school.

Absence reporting procedures remain the same - please ring and leave a message on the answerphone or email absence@spps.foliotrust.uk.

Thank you for your cooperation.

Samantha Sandle and Caroline Barriball
Co-headteachers