

THE ENDEAVOUR CO-OPERATIVE ACADEMY

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Headteacher: Mr Chadwick, B Ed (Hons)



September 2018

Dear Parent/Carer,

As advised by our school nursing team which is part of NELFT NHS, we have been instructed to review our administration of medications within school. This is to ensure we are adhering to local policy, to prevent drug administration errors and to protect all children receiving medication in school.

With immediate effect, all medication must come into school in the original container and must have been prescribed by a Doctor. There must be a pharmacy label stating the child's name, the correct prescribed dose, the frequency and timing of when to be given and an expiry date should be clearly visible. Please ensure the pharmacy label includes all this information - "as directed" will not be sufficient. If any of the above is missing or unclear we will not be able to administer the medication to your child. We must also have your written permission to administer your child's own medication. A form is on the reverse of this letter and on the school website under Parents section for you to download and complete.

The only exceptions to the above rules are painkillers Paracetamol and Ibuprofen (in tablet or liquid form, ie. Calpol, Nurofen), and allergy medication (in tablet or liquid form, ie Piraton) which may be non-prescription. We are able to administer and keep these in school for your child as long as we have received the completed and signed form as mentioned above. Please clearly mark these medications with your child's name.

Please note that we do keep a supply of Paracetamol in tablet form in school which can be given to pupils with the permission of a parent/carers on a case by case basis if needed. It is important that we have a current contact telephone number for this purpose.

Unfortunately we are unable to administer any medications that do not fulfil the above requirements and as such these will be returned to you. We hope you will understand that this policy is essential to minimise the risk of error and to protect all children at the Endeavour School

Yours Sincerely

Antonella Crudgington
Assistant Head Teacher

The Endeavour Co-operative Academy

Request for school to administer medication

The Endeavour will not give your child medicine unless you complete and sign this form. The Endeavour has a policy so that staff can administer medicine. Please complete a separate form for each medication.

Pupils full name:	
Class	
Date of birth	
Medical Condition / Illness	

Medicine

Name/type of medicine (as described in full on the container)	
Expiry date	
Dosage and method	
Time to be administered	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Additional information (e.g. before/after food, interaction with other medicines, other medications taken and times taken, storage instructions)	

EMERGENCY CONTACTS

Name: _____ Relationship to child _____

Daytime Tel. No. _____

I understand that the medicine must be delivered directly to the School Office for safe keeping.

Name: _____ Relationship to child: _____

Signed: _____ Date: _____

SCHOOL USE

Remaining medicine returned to parent on: _____