



West Green Primary School
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Headteacher: Mr A Hodgson BA (Hons) PGCE

12th November 2018

Dear Parent/Carers,

Following recent requests by parents to administer non-prescribed medications, such as Paracetamol and anti-histamine, during the school day it has been decided that the school will keep a small stock of Paracetamol, anti-histamine and travel sickness medication in stock for use on an ad-hoc basis.

The school will only administer these non-prescribed medications when it is deemed that their administration is required to allow the child to remain in school and parental consent is in place. The school will only administer Paracetamol, anti-histamine or travel sickness medication from its own stocks unless provided with an alternative medication prescribed by a medical professional.

If it is deemed necessary for medication to be administered, pupils will be given the standard dose suitable for a child of their age. You will be contacted by the school by phone before the medication is administered, the purpose of this phone call will be to determine if the child has received medication before school or is taking medication that may interact with the non-prescribed medication. In addition to this, you will receive an Administration of Non-Prescribed Medication slip providing details of medication, dose and time given. You will need to sign this slip and return to the school for our records.

The school will only administer the listed non-prescribed medication for a maximum of 48 hours and not for more than two episodes a term. In addition to this, the same or different non-prescribed medication that is for the same/initial condition will not be repeated for two weeks after the initial administration of medication. If symptoms persist for longer than 48 hours or occur more than twice in a term parents will be advised to contact their doctor.

The school will not administer alternative treatments i.e. homeopathic or herbal remedies, pills, tinctures, nutritional supplements, aspirin or prescription medication unless prescribed by a medical professional.

All medication that your child requires should be handed into the school office and the appropriate consent forms completed. Children should not be given any type of medication to keep on their person or in their belongings, this includes throat lozenges/coughs sweets, asthma inhalers, and tablets of any form.

If you would like for the school to administer the listed non-prescribed medication when necessary, please complete and return the Constant to Administer Short-Term Non-Prescribed Medication to the school office as soon as possible.

Yours sincerely,

Mr Hodgson
(Head Teacher)

Consent to Administer Short-Term Non-Prescribed Medicine

The school will not be able to administer medication unless this form is completed and signed. This information will be kept securely with your child's other records. If further information is needed we will contact you. Please do not hesitate to contact the school office if there are any issues you wish to discuss or if you have any questions.

Pupil's Name: _____

Year Group: _____

Date of Birth: _____

Please tick the following non-prescribed medication that you give your consent for the school to administer during the school day. By ticking the boxes you are confirming that these medications have been used in the past without adverse effect. Please keep the school informed of any changes to these consents.

Paracetamol

Anti-histamine (Loratadine, once daily)

Travel sickness medication (Cinnarizine)

I am aware that I am responsible for informing the school if my child is taking medication or has a medical condition that may react negatively with the above listed medications.

I am aware that I must inform the school office if I have administered the above listed medication before the start of school, providing the time the medication was administered.

I am aware that I must inform the school immediately of any changes to the above consents.

Signed: _____ **(parent/carer)**

Print Name: _____ **Date:** _____