



Cotteridge Primary School

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Headteacher : Mr. J. Willetts BSc. P.G.C.E. N.P.Q.H.
Deputy Headteacher: Miss. K. Lacey BSoc.Sci P.G.C.E.
Assistant Headteacher: Mrs V. Tucker BA Hons
Assistant Headteacher: Mrs K. Darby BA Hons, P.G.C.E

Dear Parents and Carers,

September 2020

As it is the start of the academic year, it's the right time for us to ask parents and carers if there have been any changes in your child's medical conditions. We understand that children's medical needs change over time and therefore if there have been any alterations that you feel we should know about please do not hesitate to get in touch with the School Office. This might include, for example, changes relating to an allergy or asthma.

I would also like to reiterate our **Medicines in School Policy**. This policy ensures that, as a school, we work in line with the recommendations of the Department for Education and Birmingham Local Authority. The full details are on the school website but some important details are given below.

Please may we ask that you take time to read this.

If your child needs to have medicines or prescribed drugs whilst at school, there are specific requirements that must be adhered to: Pupils **MUST NOT** carry any medicines on them whilst at school*. Medicines should be handed into the main school office where a medical consent form should be filled in by a parent or carer and this includes over the counter medication such as Paracetamol, Ibuprofen and Piriton.

Parent and Carers Responsibilities

Parents and Carers should provide the school with sufficient and up-to-date information about their child's medical needs, which includes asthma. Verbal instructions cannot be accepted in order for the school to administer medicines. A Consent Form to Administer Medicines must be completed in all instances. Only one parent (defined as those with parental responsibility) is required to agree to, or request, that medicines are administered by staff.

The parent or carer needs to ensure there is sufficient medication and that the medication is in date. Parents/guardians are responsible for ensuring that date expired medicines are returned to a pharmacy for safe disposal.

Medication should always be provided in an original container with the pharmacist's original label and the following, clearly shown: -

- Child's name, date of birth
- Name and strength of medication
- Dose
- Any additional requirements e.g. in relation to food etc.
- Expiry date whenever possible
- Dispensing date

Antibiotics

Parent/carers should be encouraged to ask the GP to prescribe an antibiotic, which can be given outside of school/setting hours wherever possible. Most antibiotic medication will not need to be administered during school hours. Twice daily doses should be given in the morning before school and in the evening. Three times a day doses can normally be given in the morning before school, immediately after and at bedtime. It should normally only be necessary to give antibiotics in school if the dose needs to be given four times a day, in which case a dose is needed at lunchtime. All antibiotics must be clearly labelled with the child's name, the name of the medication, the dose, the date of dispensing, be in their original container and brought into school in the morning and taken home again at the end of each day by the parent/guardian.

Care Plans

A Care Plan must be completed by the parent/carer in conjunction with the school nurse for **life saving medication** to be administered in a medical emergency e.g. Epipen. The Care Plan must be completed by the parent/carer in conjunction with the school nurse. These are recorded at school so staff are aware and the medicine/s are available in school in the event of an emergency. Parents/carers are involved in the development and review of their child's individual Care Plan and should carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

Minor changes to the Care Plan can be made if signed and dated by the school nurse. If, however, changes are major, a new Care Plan must be completed. Care Plans should be reviewed at least annually and it is the parents' responsibility to notify school/school nurse of any changes required to the Plan e.g. treatment, symptoms, contact details.

School Contact

We hope this information is useful and clarifies the school's policy; should you have any queries or concerns or wish to obtain a 'Consent Form to Administer Medicines' form, please contact the School Office or ask to speak to Mrs Burnett or Miss Lacey. The School Nurse may be contacted on 0121 466 4505.

Yours sincerely

Miss K Lacey
Deputy Headteacher

*The only exception to this is that Year 6 children often carry their own inhalers as they move towards secondary transition.