

# St Peter and St Paul CE Primary School

Redshank Drive, Scunthorpe  
North Lincolnshire, DN16 3FX



Headteacher Mrs L Cranidge  
Telephone 01724 701980  
Fax 01724 856809  
Email [admin.stpandstp@northlincs.gov.uk](mailto:admin.stpandstp@northlincs.gov.uk)  
Website [www.stpandstp.org.uk](http://www.stpandstp.org.uk)  
Twitter @Lakeside\_school

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1<sup>st</sup> September 2017

## MEDICATION IN SCHOOL

The school has been researching safer ways for administering medication in schools. We would like to clarify some points regarding the administering of **prescribed** medication in school. If your child requires **prescribed** medication you are requested to comply with the guidelines issued by the Local Authority and the DFE (this information can be found on our website).

The guidelines consider:

1. It is preferable for parents/carers to come into school at appropriate times to administer in school time if necessary, rather than a member of the school team.
2. **No non-prescribed** medication is to be administered i.e. cough medicine, paracetamol (unless your child has a recurring illness i.e. hay fever or it has been advised by another medical professional ie paracetamol for dental pain)
3. If the parents/carers cannot come into school **a written request** (please see attached form) should be sent to school before medicine can be administered by a member of staff. It is at the school's discretion as to whether medicine will be administered by the school. These forms can be found on our website or in the school reception area.
4. If medicine has to be taken 3 times a day e.g. antibiotics it should be taken before school, when the child gets home after school and before bed time. If your child is attending another setting e.g. after school club or a nursery, straight from school please advise us of this and complete the relevant paperwork.
5. If your child has a **reoccurring illness** or medical condition i.e. asthma or allergies then your nurse practitioner at your GP's surgery must complete a **care plan** and you must provide school with a copy of this.

If you wish to come into school to administer the medication we would appreciate it if you could coincide your visit with the school break or lunch times:

Morning break	10.45 – 11am
Lunch	12.00 – 1.00pm

When school accepts responsibility for the administration of prescribed medication, you must complete the appropriate form with full details.

By highlighting these procedures we hope to minimise risk to the pupils and minimise disruption to their learning. We do not want to inconvenience families but the school team can only administer medication in a safe and controlled manner.

If you have any concerns please let us know and we will endeavour to help. Thank you for your cooperation in this matter.

Yours sincerely

Mrs L Cranidge  
Head Teacher