



Headteacher:
Mrs Caroline Walker B.Ed (Hons), N.P.Q.H.

 @parksideggi

Parkside GGI Academy • Greengate Street • Barrow-in-Furness • Cumbria • LA13 9BY
01229 828348 • admin@parksideggi.org • www.parksideggi.org

Friday 19th January 2017

Important update: Medicines in School

Dear Parents,

At Parkside we have a policy to support medicine in school. This policy ensures that, as a school, we work in line with the recommendations of the Department for Education and our Multi Academy Trust. We would like to share with you some up to date information, from the policy, that outlines the procedures for pupils having medicines in school. Please may we ask that you take time to read this.

Parent/Guardian Responsibilities:

Parents/Guardians should provide the school with sufficient and up-to-date information about their child's medical needs. Verbal instructions cannot be accepted in order for the school to administer medicines; we can only do so in an emergency. All medication must be taken to the school office, not given to a class teacher or left in a book bag. Parents must also inform school if they have administered medication before school to their child.

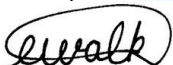
A document 'Consent Form to Administer Medicines' must be completed in all instances.

- Only one parent (defined as those with parental responsibility) is required to agree to, or request, that medicines are administered by staff.
- The parent/guardian 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/guardians are encouraged to ask the GP to prescribe an antibiotic which can be given outside of school hours wherever possible. **Most antibiotic medication will not need to be administered during school hours. School will no longer administer twice or three times daily antibiotics.** 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 collection from the school office.

Many Thanks



Mrs C Walker
Headteacher

Nurturing • Developing • Inspiring



