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Dear Parents

Important information about Administering Medicines in School

As you know, the government expects children's attendance at school to be at least 95%. Sometimes, when children are ill, absence from school is unavoidable and they need to be kept at home until well enough to attend. In other situations, where perhaps they are better but still have a course of medication to complete, the school is happy to administer this. Forms are available from the office and the medication should be handed in there, in its original packaging, with the pharmacists label showing the pupils name and dose to be administered.

We will also administer over the counter medication such as Calpol or Piriton when the need arises (only if the child is ill or suffers from hayfever etc, not as 'a just in case' scenario). Again forms are kept in the school office and the medication should be taken home at the end of each day.

Medicines will be administered at 1pm, so we ask that you adjust the time the medication is given at home to accommodate this. School will generally only administer one dose per day. This is outlined in our **Supporting Pupils with Medical Conditions Policy** thus:

Administering medication

The school will administer medicines to pupils with short-term or long-term medical conditions if it is deemed that it would be detrimental to their health or school attendance not to do so. If non-prescribed medicines, such as pain relief need to be administered parental permission must be received and a valid reason must be given. The medicine must be brought to the school office where it will be safely stored. A fridge is available if needed. The medicine should be in its original packaging and it must be clearly labelled with the child's name and the dosage required. All medicine will be administered at 1pm, so parents should arrange the doses at home to fit with this time (therefore, school only providing one dose per day). If prescription medications must be administered at different times, this can be arranged with permission of the Headteacher. A form should be completed by the parent authorising staff to administer the medication during the school day. A separate record of the name of the child, time, date and dosage will be signed each time the medicine is administered. The Headteacher has the right to refuse a child to be administered with medication if there is a discrepancy. Staff will regularly check the medication to ensure it is in date and will inform parents when more is needed. If no longer required, medicines will be returned to parents for safe disposal.

(Full copies of this document can be requested at the school office)

Thank you in advance for your help in this matter.

Yours sincerely

Mr. A. Candler
Headteacher

Data Privacy Notice

Lexden Primary School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. Where relevant, we may share information with other schools, the DfE, the LA or other third parties where the law requires us to do so. Our full online privacy notice can be found at www.lexden.essex.sch.uk