



1 Germander Place, Conniburrow
Milton Keynes, MK14 7DU
Telephone (01908) 674620
Headteacher: Mrs Verity Stobart

Germanderpark.school@milton-keynes.gov.uk

21st April 2017

Dear Parent / Carer

Our Medicines in School and supporting children with medical needs policy has recently been updated. This letter will inform you of a summary of changes which have been made; the full policy is available on our website www.germanderpark.com or available as a paper copy from the school office.

As a school, we are now able to give your child an 'over the counter' medicine which is not prescribed by a doctor. To ensure the safety of your child, only medicines that are prescribed by yourself as a parent / carer of your child should be given and only on a short term basis. (24 hours). Often, a child can be in need of a medicine (over the counter or prescribed by a GP) yet be well enough to be in school. We recognise this and actively want your child to be in school as long as they are well enough to do so. **In cases of sickness and diarrhoea, your child must remain absent from school for 48 hours.**

We will only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, their dosage and storage. Insulin is the exception, which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than its original container. Parents and carers need to ensure that there is sufficient medication and that the medication is in date. The parent / carer must replace the medication at the request of the relevant school or healthcare professional. Parents / carers are responsible for ensuring that date expired medication is returned to a pharmacy for safe disposal.

Over the counter medicines such as analgesics (pain relief), hay fever treatments, cough / cold remedies will only be accepted in exceptional circumstances and will be treated in the same way as prescription medicine. The parent / carer must clearly label the container with the child's name, dose and time of administration and complete a consent form. Staff should check that the medicine has been administered without adverse effect in the past and that parent / carers have certified that this is the case. A note to this effect should be recorded in the written parental agreement to administer medicine.

We will never administer aspirin or medicine containing Ibuprofen to any child under 16 years old unless prescribed by a doctor.

Parents / carers must complete a Consent to Administer Medicines form - these are available from the school office, each time you require us to give your child medicine. For parents of children who have an Asthma inhaler in school, you will need to complete a new form to allow us to administer the inhaler as required.

Continued overleaf /



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Any child who has a long term need will have an individual care plan written for them, this will be written in conjunction with the parents / carers, the school nursing team and either the Head Teacher or the SENCo.

If you have any questions or would like to find out more, an information session will be held at 3.15 p.m. on Monday 24th April 2017.

Sarah Ray (Mrs)
Deputy Headteacher