

30th January 2018



Medical Information Update

Dear Parents and Carers,

I am writing to inform you about some updates that we are making to our medical policy.

In order to ensure that we continue to meet statutory guidelines for the support of students with medical conditions, we are reviewing the way we monitor and record medications given in school.

Students with long-term or complex medical conditions

If your child has a long-term or complex medical condition which requires a health care plan, a member of staff will be in touch with you over the next two weeks in order to work with you to update their health care plan and medication plan. If you do not hear from us, and you feel your child should have a health care plan, please do contact us to arrange an appointment.

Administration of prescription medication

If your child has prescription medication administered in school, we will contact you to request an updated medication plan to be completed and signed. This is to ensure our records about the medication are up to date. Please note that any time prescription medication is needed in school, whether short or long term, the medication must be

- In date
- Labelled with the child's name
- In its original packaging
- With the original pharmacy instructions for administration, dosage and storage

Administration of non-prescription medication

Non-prescription medication should only be administered in school where it will be detrimental to the child's health if the medication is not taken. This means that we will no longer routinely be administering pain relief medications. However, if your child has a health condition which requires non-prescription medication to be taken, please contact us to complete a new medication plan and provide the medication which must be

- In date
- Labelled with the child's name
- In its original packaging

If your child currently has medication in school, you may be contacted to collect the medication.

Please note that if your child does routinely need pain relief, we will not administer it before 12 noon to prevent the chance of taking two doses too close together, and we will only administer one dose per day, up to a maximum of three consecutive days.

Please do contact me if you require any further advice or support. My email address is VHorne@castlemanor.org.uk

Yours sincerely,
Victoria Horne
Assistant Headteacher/Designated Safeguarding Lead

Headteacher: Mrs. Vanessa Whitcombe

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