



Westlands Primary School

A member of Swale Academies Trust



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VCC/ELB/Medication

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Dear Parents and Carers

Following some training that was delivered to a number of our staff by the School Nurse we would like to share some key points with you:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Where clinically possible all medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
- 3-dose-a-day antibiotics should be given before school, straight after school, and in the evening by parents, and not by school staff at lunch time. If your child attends Breakfast Club or After School Club then the before school and straight after school doses can be administered by school staff.
- The school can only accept prescribed medicines if they are in-date, **in the original container** as dispensed by a pharmacist, and have the dispensing label showing clear instructions for administration, dosage and storage. Blister strips of tablets from within the original packaging cannot be accepted. The exception to this is insulin, which must still be in date, but will generally be available to the school inside an insulin pen or pump rather than its original container.
- Non-prescription medicines, such as paracetamol, ibuprofen, Calpol etc. must be in the original container which shows clear instructions for administration, dosage and storage. The container must also be clearly labelled with your child's name and class.
- No child under 16 should ever be given medicine containing aspirin unless prescribed by a doctor.
- When no longer required all medicines will be returned to the parent to arrange for safe disposal.
- All asthma pumps should be administered using a spacer device which must be provided by the parent.
- In the case of medical emergencies school staff will not transport your child to hospital. Instead the school will call for an ambulance who will prioritise their attendance based on the symptoms of the medical emergency.

Westlands Primary School is a creative learning environment where all children are supported to achieve their best.

Trust Principal: Mr J Whitcombe MA

Director of Primaries: Mr M Wilson

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Of course we will continue to work with you to ensure that your child is still able to receive a full education whilst in need of medication, and these steps are in the interests of your child's health and wellbeing.

Parents must complete a consent form if there is a requirement for school staff to administer any medicine, both long term and short term, prescribed and over-the-counter. Please see a member of the pastoral team or the school office for more information.

Thank you for support.

Yours sincerely

Miss V Chant
Acting Headteacher