

Dear Parent/Carer,

We are writing to give you information regarding the administration of medicines in school. Please read this letter carefully as there may have been some changes.

Medicines should only be administered in school when essential, that is, when it would be detrimental or harmful to your child's health if their medicine(s) were not administered during the school day.

Please check with your child's doctor if the medicine can be given before they go to school or when they return home.

We are unable to administer any non-prescribed medicines other than paracetamol with parental agreement and consent. You will need to complete the separate consent form for paracetamol.

If your child does need to be given medicines during the school day, please complete and sign the attached consent form, 'Request for Prescribed Medicines to be Administered in School'. All the information you need should be on the pharmacy label. Please return this to your school nurse ASAP. **Please complete the allergies and dietary restrictions sections and *if none please write 'none'.**

Please ensure we have the care plan if your child requires any 'emergency medicines', for example midazolam, diazepam, insulin, adrenaline.

All medicines **MUST** be sent in their original pharmacy supplied container and have a pharmacy label with your child's name including the following details:

- Medicine name (as it appears on the label)
- Strength (e.g. 125mg in 5ml, 5mg)
- Form (e.g. capsule, oral suspension)
- Dose (amount to be given e.g. one tablet, 5ml)
- Time to be administered
- Route (e.g. if not by mouth it should say on the pharmacy label 'give via gastrostomy tube, jejunostomy tube, nasogastric tube, topically'.)
- If the medicine is to be changed in any way before administration (e.g., crushed or mixed with water), this has to be clearly written on the pharmacy label.

Please can you ensure that all medicines are correctly labelled as above. If medicines are not correctly labelled we will not be able to administer them in school and this may result in you being asked to attend the school and administer the medicine yourself. You may find it helpful to share this letter with your child's doctor, so that they are aware of the details we require on the prescription, which in turn enables the pharmacist to prepare the correct label.

Please check that all medicines are in date, supplied in a strong box, bag or unbreakable container, (i.e. Tupperware box, cool bag or toiletries bag,) clearly labelled with your child's name.

Please hand medication directly to school staff or transport staff in the green pharmacy bag provided. Please do not put any medication into your child's bag.

We are required, to return all unused medicines to the child's home at the end of term, (in the green pharmacy bag.) Any medicines which are no longer needed should be taken to a community pharmacy (chemist) for safe disposal. Please ensure you send a new supply of medicines at the beginning of the school term.

If you have any queries or concerns about this, please do not hesitate to contact us at school.

Yours sincerely,

Special School Nursing Team