



Menston Primary School

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Medicines and Medical Conditions

29.09.2016

Dear Parents/Carers,

I am writing to let you know about our policy for administering medicines in school, as a few queries have been raised this term.

Prescription and non-prescription medicines

For any medicines administered by school staff, we must have written consent from parents. Our medical permission form must be completed via the school office, as this form gives the necessary information regarding dosage and storage of medicines. Notes passed to teachers cannot be accepted. School will only accept prescribed medicines if they are in-date, labelled, provided in the original container and include instructions for administration and storage.

At times, we may be requested to administer non-prescription pain relief medicines. Written permission through the medical consent form must also be given for these. Medicines containing aspirin will never be given to children. Staff will always complete an administration of medicines record when any medication is given.

Asthma Inhalers

Our medical permission form must be completed via the school office for asthma inhalers. We request that asthma plans are shared with school at the time of completing the medical permission form (copies will be taken and held with the medical permission form). This ensures that school staff have the relevant guidance on dosage and frequency of administration. Older children are encouraged to take responsibility for their own asthma inhalers, which they should keep on their person or nearby at all times. The class teacher should keep a spare inhaler. If the child is too young to do this, then the inhaler will be kept in the classroom in an accessible place. The storage positions will be made known to all adults working with the class, including supply teachers. Parents are responsible for ensuring that inhalers are in date and clearly named.

Medical Care Plans

Some children have longer term medical conditions which are managed through medical care plans. Some of these medical conditions include potentially life-threatening allergies and school is committed to reducing contact for these children with the known allergens which may cause anaphylaxis. We therefore request that **all** families work with us in supporting this commitment and avoid sending any food into school which contain nuts.

It is essential that we have up to date information about medical conditions including asthma. Please complete medical forms which can be collected from the office and make sure that we have a copy of any asthma plans that are relevant. No medication can be administered in school without completion of the relevant consent forms. Please let us know if your child no longer suffers from a previously diagnosed condition, as well as informing us of anything new.

Many thanks,
Mrs M Wilson
Deputy Headteacher