

REF: PDA/Medical
January 2016



Dear Parent / Carer
Re: School Medical Procedures

Please be advised that new procedures have been put in place to follow Government guidelines and to safeguard your child.

Should your child have any medical condition that you have not already notified the school of, please write the full details in a letter and send into school for the attention of myself. For more complicated issues please telephone the main school number, 01702 415300 to organise a meeting.

Medicines will **only** be administered at school when it would be detrimental to a child's health or school attendance not to do so. No child under 16 will be given prescription or non-prescription medicines apart from Paracetamol without their parents'/ carers' written consent.

Paracetamol will only be administered to a student on the direct instructions from parents / carers. If your child requires pain relief medication, the medical office will contact you via telephone for verbal permission to administer medication. Should you **not** wish your child to have Paracetamol under any circumstances, please put this in writing to myself and the information will be kept on your child's record.

All medication that is to be administered by Futures Community College will only be accepted at the school if the medication is in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. Medicines must be brought into school by the parent/carer. A Record of Medicine Administered to an Individual Child form will be completed by our Medical Officer on receipt to ensure that the correct instructions are being followed. Unused medication must be returned to parents/carers. Failure to collect unused or of out of date medicine will result in it being destroyed.

Futures Community College will not administer Aspirin or Aspirin related products: Ibuprofen or Nurofen unless prescribed by a doctor. The Government guidelines state that; *a child under 16 should never be given medicines containing aspirin unless prescribed by a doctor.*

Should you have any queries regarding the above procedures, please do not hesitate to contact either myself or Miss Brown.

Yours sincerely
Mrs Dawson
Office and Medical Manager

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