

Our Ref: DMB/JO

April 2020

Dear Parent/Carer

ADMINISTRATION OF PARACETAMOL IN SCHOOL

I would like to inform you of our procedure of administering medicines in school. In line with the Administration of Medicines Policy, the only unprescribed medicines we will be able to offer your child is paracetamol, either in tablet or soluble form.

Many students present themselves at the medical room throughout the school day requesting paracetamol for minor ailments. To avoid disruptive phone calls to parents, and to be able to deal with your child immediately, we are requesting your permission to administer paracetamol to your child if they request it. Paracetamol will only be given out between the hours of 11.20am and 3pm, to avoid exceeding the recommended dosage. Paracetamol will be administered in accordance with NHS dosage recommendations. Please be assured that if we feel that the situation demands further attention, we will contact you.

If your child has prescription medicine due to a medical condition, we are happy to store these at the school in a locked cabinet, but they must be sent in with an administration of medicines proforma. This form and medicine (in their original container) must be handed into Student Services in an envelope clearly marked with your child's name and form. The proforma can be found on the school website, or is available from Student Services. Due to Health and Safety reasons all medicine and tablets of any kind, with the exception of inhalers and epi pens, should be kept at Student Services, and not with your child.

Please return the attached proforma to Student Services. If you wish to discuss this matter, please do not hesitate to contact me.

Yours sincerely
Mrs D Brettell
Business Support Manager

PLEASE RETURN TO STUDENT SERVICES

Administration of Paracetamol in School

Student Name:..... Form:

I give / do not give permission for my child to be given paracetamol during the school day. (If requested by the student and no permission slip received, we will contact you).

I understand that it is my responsibility to advise Student Services if a new medical condition arises or I no longer wish my child to be given paracetamol.

Parental Signature:Date:

School Privacy Notice
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