



Date.....

Dear Parent/Carer

**Re: The Administration of Medication for Children in the, Phoenix Pre-School, Special Schools and Other Children Attending Sessional Groups.**

If your child requires medication to be given during the school day, noted below is some useful information as to the process regarding the administration of medications.

**Prescribed Medication**

**All** medications sent into school should be prescribed, and the bottle or box containing the medication clearly labelled with the following information:

Child's name

Date of birth

Dosage to be given

If the dose is altered for any reason, a new label must be obtained from the Pharmacy. Medications that do not conform to the above will not be given.

If your child has been prescribed antibiotics for an acute infection, please ensure they do not attend school until they have taken the antibiotics for at least 48 hours.

**Emergency Medication**

If your child requires emergency medication for seizure management, or management of acute allergic response, a separate management plan will be drawn up in conjunction with the prescribing Doctor and the School Nurse.

**Paracetamol (Calpol)**

In the event of your child developing pain or a fever whilst at school Paracetamol may be given as required, if prior permission has been received. When signing the consent form please state the usual dose of Paracetamol that you give to your child.



If your child requires Paracetamol before midday, the nurse will contact you to check the time that the last dose of Paracetamol was given, unless written confirmation has been received that morning.

Paracetamol is usually administered as an interim measure until you are able to collect your child and take them home. The schools keep a stock of Paracetamol, and no individual bottles are required to be sent into school. Ibuprofen will only be administered if it comes in as a prescribed medication.

If your child requires regular Paracetamol as part of chronic pain management written guidance will need to be provided by the prescribing practitioner or consultant.

No other medications will be given unless prescribed and received as described previously. The PCT medications procedure for schools and respite settings does not **allow** the nurses or carers to administer any complimentary or homely remedies unless a written directive is received from the GP.

If you have any queries, please do not hesitate to contact Theresa Jessup or Sue Piper on 020 8 466 9988 and ask for the centre nurses for the pre-school or the school nurses at Riverside 01689 879197 or the school nurse at Marjorie McClure 0208 467 7352.

Yours sincerely.

Charmian McKeever.  
Team Leader  
Community Children's Nursing Team and Special Schools