

**Administration of Medications for children In Special Schools**

Date:

Dear Parent/Carer

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 at school.

**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 and how often

We also require a copy of the prescription form as 2 sources of information are required to enable a Drug Administration Record to be written.

Medications that are prescribed to be given once or twice a day will need to be administered around school hours.

**Antibiotics**

The nursing team will administer antibiotics in school that are prescribed to be given **four times a day**, all other antibiotics should be given around the school day, e.g. antibiotics which must be taken three times a day should be given at home on a morning before school, after school and before bedtime.

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 a **full 24 hours**.

**Emergency Medication**

If your child requires emergency medication for seizure management, or management of acute allergic response, please provide the medication needed (clearly labelled) and a copy of the care plan from their specialist.

**Paracetamol**

In the event of your child developing pain or a fever whilst at school Paracetamol will be given by school staff as required, if prior permission has been received by the school.

If your child requires Paracetamol, the school staff will contact you to check the time that the last dose of Paracetamol was given and how many doses given in the previous 24 hours, 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 / boxes 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 and you will need to provide a labelled bottle or box of paracetamol.

It is the responsibility of the parent/guardian to ensure the correct medication is at school and in date.

If you have any queries, please do not hesitate to contact the school nurses at Riverside - 01689 879197.

Yours sincerely

Hayleigh Davies

Special Schools Team Leader