



# Bournville Infant School

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Dear Parents and Guardians

We would like to inform you of some different and important changes to our first aid and administering medications, as both schools have updated procedures in line with the Local Authority and Birmingham Community Health Guidance Document 'Administration of Medicines in Schools (2018)' from this term.

From now on, we will ask parents to complete a more detailed 'Consent Form to Administer Medicines' if they want the school to administer medication for their child. Only one parent with parental responsibility needs to consent to medicines being administered. Verbal instructions or written letters/notes will no longer be accepted and where possible, medication should be administered at home. We encourage parents to ask the GP to prescribe antibiotics in dosages which mean that the medicine can be administered outside of school hours, wherever possible. If your child has a care plan/alert card, they may still need a completed 'Consent Form to Administer Medicines'.

All medication must be provided in its original container, with the label from the pharmacist if the medication is prescribed, or from the parent if it is over the counter, showing the:

- Child's name, date of birth;
- Name and strength of medication;
- Dose;
- Any additional requirements, e.g. to take the medication with food
- Expiry date; and
- Dispensing date or date of purchase.

Over-the-counter medicines can be administered to pupils on the same basis as prescription medication, i.e. where medically necessary, with the parent's consent, in accordance with the school's policy and as set out in the pupil's Care Plan, if one is in place.

With over-the-counter medications, the dose and frequency must be consistent with the guidance and dosage on the packaging and we will check with parents the date and time that the child took the most recent dose.

Parents will be informed on the same day and a record kept if, for any reason, medication that a child normally receives is not administered.

Children under 16 should never be given medicines containing aspirin or ibuprofen unless prescribed by a Doctor.

If any pupil suffers sprains or breaks, an injury form will need to be completed before/on the day they return to school after the injury. This will be copied to the class teacher and first aid staff for their information and will be kept only as long as it is needed.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

Mrs A Carter  
Acting Deputy Head Teacher