



NEW SWANNINGTON PRIMARY SCHOOL

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www.newswanningtonprimary.org.uk

Headteacher: Mrs Judy Ramsell

25 March 2024

Dear parent/carers

ADMINISTRATION OF MEDICINE TO CHILDREN

During the last few months, we have noticed a significant increase in the number of children who require our staff to administer medicines whilst they are in school.

This is absolutely fine and we are happy to continue to do this. However, in order to protect the interests of our children and staff, we have updated our procedures. It is extremely important that these are followed to ensure that best practice is maintained.

Therefore, with immediate effect, if you would like our staff to administer any kind of medicine to your child whilst they are at school, you **must** copy and paste the link below. This will take you to a form that you **must** complete prior to our staff administering the medicine. This is your responsibility as the child's parent/carers and failure to complete the information may result in your child not receiving their required medicine.

https://docs.google.com/forms/d/e/1FAIpQLSfXMQgkroFC2A4gpNw-m43gFvkxuK5X9ZVqGP_WvF6_Oq8f2Q/viewform?usp=sf_link

We can no longer take instructions to give medicine via handwritten notes, emails or verbally. All medicines must be handed to a member of staff by an adult.

If your child becomes ill during the school day and may require paracetamol/ibuprofen to support them, we will contact the parent/carers to discuss this. Your permission will be recorded on 'Record of Medicine Administered to all Children' documentation, which is a confidential record updated and retained in school.

This information is also available on our school website and can be found by the following the link below:

<https://www.newswanningtonprimary.org.uk/page/?title=Administration+of+Medicine&pid=272&action=saved>

This procedure is statutory guidance provided by the Department of Education. If you are unhappy about completing this information or you would prefer to do so, you are very welcome to come into school to administer the medicine to your child; please let us know so that we can make arrangements.

Thank you for your support in this matter.

Kind regards,

J. A. Ramsell

Judy Ramsell
Headteacher

