



Lord Street Primary School  
Lord Street, COLNE,  
Lancashire, BB8 9AR.

Head Teacher: Mrs H Walsh  
Telephone: 01282 865597

5<sup>th</sup> September 2022

Dear Parents/Carers

### **Changes to Administrating Medicines policy**

In line with Government changes to the law relating to the administration of medicines in school, we have updated our policies to reflect this. From the 1<sup>st</sup> September 2022, the only medicines that will be administered by staff are ones which have been prescribed by a doctor. The school will no longer administer Calpol to children. If your child requires Calpol, then the school will phone you and ask for a family member to come to school with medication and administer it.

If your child has previously had prescribed medications in school, then you need to visit the office and complete a new medication form for the school year of 2022/23. This will now be done annually, as all medication will be returned to you at the end of each academic year. If we do not have a current and up-to-date form, then we will contact you to come and administer the medication, until the school have a form dated from September 2022.

We will only accept medication which is in the original packaging with instructions and labelled with the original label from the chemist. If packaging is not present then staff will ask that you return it in the box with the correct patient label clearly on it.

I will be contacting you, if your child has a healthcare plan, in order to review it and check the care process and update it accordingly. Along with these, we will also be updating asthma plans to ensure that they are relevant and that the correct dosage is being administered to your child. We should only have reliever inhalers in each class for your child. We need to ensure that spacers are also available and cleaned on a regular basis.

The intimate care policy has also been reviewed, to ensure that your child's individual care needs are being met. Each child has an individual care box, which is kept in an accessible location, with all their required care items in. They have access to their own toilet and are supported as stated on the plan, as and when required,

If you have any concerns regarding your child's medical needs, please feel free to contact me to discuss it further and if you have previously had unprescribed medication in school, please can you call at the office to collect it and dispose of it in an appropriate manner.

Thank you in advance.

Best Wishes

Miss M C Iddon  
SENCo

