



# SHARPS COPSE PRIMARY SCHOOL

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Our ref: SCPN Medical Needs – Oct 2022

11<sup>th</sup> October 2022

Dear Parents & Carers of Yrs R – 6 children

I am writing to inform you that it's that time of year again when we review and update our procedures for supporting our children in school with medical needs. A copy of this policy is available for you to view by visiting our school website at [www.sharpscopse.hants.sch.uk](http://www.sharpscopse.hants.sch.uk) or available as a hard copy from the school office on request.

To give a brief outline, along with the support we already provide for children with **long-term** medical conditions such as diabetes, epilepsy, allergies, asthma etc, we will also support our children by administering prescribed medicines for **short-term** illnesses that may need to be taken during the school day to complete the cycle of medication.

All medication must be brought into school in the original packaging as supplied by the pharmacist, clearly labelled with the child's name and in date.

It is the responsibility of our parents and carers to **collect** all short-term medicines from the school at the end of the day, and return daily until the course is completed, by contacting our office staff; no child will be allowed to take any medicine home.

Emergency salbutamol **inhalers** for asthma and **calpol** for pain relief are held by the school; the school will also hold emergency age related **epi-pens** for those children who require them. Instructions and consent for emergency inhaler use is arranged at the beginning of a child's individual healthcare plan (IHP). Calpol will only be administered to a child after parent or carer's written consent has been received; we are happy to receive this consent via an email message to [adminoffice@sharpscopse.hants.sch.uk](mailto:adminoffice@sharpscopse.hants.sch.uk). Please include your child's name in the **subject heading** if using this method.

In order for us to administer any prescribed medicines, it is expected that parents and carers let us know, by completing an IHP or short-term medicines form available by contacting the school office staff on **023 92484545**, who will either provide a phone consultation with you or arrange to meet you to collect medication and complete/sign-off any paperwork. Children who are receiving **long-term** support will have their IHP reviewed at the beginning of each new academic year (September) or sooner if required.

The school expects that all medicines used for long-term support is collected at the end of the academic year in July; the school will not **assume** that after such a long break during the summer holidays, that a child's medical condition remains the same; we will remind you to do this nearer the time.

If you have any queries or concerns about the content of this letter, please don't hesitate to contact me on the above number where I'll be more than happy to discuss them with you.

Yours sincerely



Lorraine Setterfield (Mrs)  
Business Manager