

Dear Parent/Guardian,

9th October 2015

First Aid in School

We have adopted the North Yorkshire County Council First Aid and Health Care Policy and have noted that there are points within the policy that are different to our current arrangements.

I am writing to you to let you know how this will affect you as a parent.

- i) If at all possible short term medication (including antibiotics) should be administered before and after school, avoiding school times, unless detrimental to your child's health.
- ii) We will only administer medication prescribed by a doctor. Over the counter medication is not permitted in school unless a parent comes to administer it.
- iii) All medication should be in original packaging with administration instruction, as dispensed by a pharmacist.
- iv) Prior written agreement must be obtained before medication can be administered. Forms are available from the school office.
- v) Children with long term health needs including Asthma, Epilepsy, Diabetes and Anaphylaxis should have a Health Care Plan in place. This should be completed in conjunction with the school, again forms are available at the school office.
- vi) It is the parent/carers responsibility to monitor medication supplies in school and NOT the schools responsibility – i.e. expiry dates etc. Medication should be collected at the end of term or it will be sent to a pharmacy for disposal.
- vii) Children MAY be responsible for carrying their own regular medication, including inhalers. The parent and school will decide when this is appropriate and must sign a form agreeing to this.
- viii) Staff are not able to transport a child in a private car to or from hospital. The school will call an ambulance if unable to reach a parent and always accompany the child until the parent/carer arrives.

If your child has medication in school you will shortly receive a letter from us asking you to sign new consent forms. If you have any questions or wish to discuss this further please do contact us.

Yours sincerely

Mr P. Hunter

