



Medicines in School

Dear Parents and Carers,

All current medication will be sent home on the last day of term.

If your child has an ongoing medical condition that requires them to have medication to be kept in school, please complete an Individual Healthcare Plan (please note that a new form is required for each academic year) which can be found on our website:

[Burford School \(primarysite-prod-sorted.s3.amazonaws.com\)](https://primarysite-prod-sorted.s3.amazonaws.com)

The Individual Healthcare plan will help school effectively support children with medical conditions. They will provide clarity about what needs to be done, when and by whom.

Please bring your completed form and the medication to the school office on the first day of term. Please do not send medication to the classroom or put it in your child's bag.

Please ensure all medication is in date and in the original packaging with the prescription label. It is the parents' responsibility to ensure that all medicines that are kept in school are in date. Please make a note of the expiry dates before bringing them into the school office and provide new medicines when required. School staff are not permitted to administer any out of date medication.

If your child has an EpiPen, you are able to register it on a central website who will notify you when it is due to expire [EpiPen® Expiry Date Alerts | EpiPen® \(viatrisconnect.com\)](https://www.viatrisconnect.com)

Administering Medication

Only medication prescribed by a doctor can be administered in school.

If your child requires antibiotics, the school office can administer one dose of a prescribed medicine, only if it is required 4 times a day. If the medicine is only required 3 times a day, please ensure that these are all given out of school hours.

Antibiotics will only be given if the child's prescription label is on the bottle/box.

All medications should be bought into the school office with a completed 'parent request to give medicine' form [Burford School \(primarysite-prod-sorted.s3.amazonaws.com\)](https://primarysite-prod-sorted.s3.amazonaws.com)

Non-prescribed medications (i.e. aspirins, paracetamol, creams, lozenges) are **not** allowed in school. There may be exceptional circumstances that the Headteacher will authorise the use of painkillers, i.e. broken bones, If a child suffers from acute pain i.e. broken bones, the parents should authorise and supply appropriate painkillers, with written instructions about when the child should take the medication.

Many thanks for your continued support.

Burford School