



Woodsetton School

Executive Headteacher: Mr D C Stanton

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2nd May 2023

Dear Parents and Carers,

Dudley Local Authority have issued updated guidelines on managing medical conditions and medication in schools. A copy of these guidelines (including consent form) can be found on the school website and at the link below -

<https://www.dudley.gov.uk/media/11032/use-of-medicines-guidance-dec-18.pdf>

I would like to particularly draw your attention to page 20 which outlines how over the counter medication can be used in school.

A prescription is not required, and in most cases will not be given, for any medication, which can be purchased over the counter. Over the counter medicines, e.g. hay-fever treatments, cough/cold remedies, analgesics for pain relief should only be accepted in exceptional circumstances e.g. for treatment of minor ailments for self-care and be treated in the same way as prescription medication. The parent/carer must clearly label the container with the child's name and complete a consent form with the dose and time required to support administration. All medication, including non-prescription medication must be in its original packaging. Staff should check that the medicine has been administered without adverse effect in the past and that parents have certified that this is the case – a note to this effect should be recorded in the written parental agreement for the school/setting to administer medicine.

Medication containing aspirin should not be brought into the setting. Staff should check the original packaging to ensure it does not contain aspirin.

There is a potential risk of interaction between prescription and over the counter medicines so where children are already taking prescription medicine(s), it is good practice to seek advice from a local community pharmacist. The use of non-prescribed medicines should normally be limited to a 48hr period and in the majority of cases not exceed 48hrs for acute, short term minor ailments. If symptoms persist, medical advice should be sought by the parent. However, in exceptional circumstances such as residential trips or a chronic minor ailment suitable for self-care with OTC medicines (e.g. menstruation (period) pain, chronic pain syndrome, hayfever treatment unresponsive to daily medication etc), it may be appropriate to facilitate ongoing self-care. Staff are advised to contact the Pharmaceutical Public Health Team at Dudley CCG and/or the Dudley Council Physical Impairment and Medical Inclusion Service for further information as appropriate on a case by case basis.

Non licenced medicine, including herbal preparations and or vitamins should not be accepted for administration in settings.

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In order to ensure that procedures and practice in school are in line with the Dudley guidelines, we have decided to implement the following –

- **All** medication currently stored in school will be returned at the end of term.
- A new consent form for **each** medication will need to be completed and returned to school in September.
- A consent form must be completed each time for any over the counter medication e.g. paracetamol. This can only be given for 48 hours (unless otherwise agreed with school/Doctor). After this point the medication will be returned.

A copy of the consent form is included with this letter. If you require multiple copies then these can be downloaded. Alternatively, please contact school who will be happy to supply them.

Yours sincerely



S Allen
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