30 November 2022

**Children requiring medicine during the school day**

Dear Parents

There appears to be some confusion around the administration of medicines during the school day so we hope this letter help clarifies for parents what, as a school, we can and cannot do to support your child if they are unwell and require medicine during the school day.

AECPS follows the Cheshire East policy for medicines in school. We will only administer medicine if it is **prescribed** by a doctor with the child's name on the prescription label. We will administer:

* Antibiotics/medicines that **must** be administered **4** times a day.  The prescription label for the child must be on the medication. For medicines administered less frequently, these must be given at home – before school, just after school and bed time.
* Asthma inhalers and relief inhalers must be in their own sealed box with the child’s name on the prescription label and with the health care plan from the asthma nurse
* Paracetamol for certain ailments that have been prescribed by a doctor with the child’s prescription on
* Emergency prescription-controlled drugs for certain conditions that are based on the child’s illness/allergy and a healthcare plan from a doctor that and will be agreed by school and parents

We **can no**t administer:

* Any medicine (including over the counter medicine) that is not accompanied by a doctor’s prescription label
* 'Top-Up' doses of paracetamol/calpol, antihistamines or ear/eye drops over the day
* Out of date medicine
* Cough sweets

If your child does require any of the above items, please consider if they are well enough to be in school in the first place.

If you need your child to take prescription medicine during the day then please speak to a first aider - Mrs Burt, Mrs Reynolds or Mrs Shotton. Please do not send any medication into school in book/school bags. We store all medication in a safe place and items in bags, without staff knowing, could potentially get into the wrong hands!

For further information regarding our policy please see the school website - <https://www.aecps.org/page/pupils/113862>

Thank you for your cooperation with this matter and your help to keep all our children safe.

Kind regards



Lindsey Walsh