



Great Bardfield Primary School

Great Bardfield, Braintree, Essex CM7 4RN. Telephone (01371) 810252

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Headteacher: Mrs Alison Kerrell

Friday 7th February 2020

Administering Medicines

Dear Parents

We understand that it may be necessary for parents to request that we administer medication such as antibiotics, pain relief medication, creams etc during the school day. In line with our Administering Medicines Policy we are happy to do this in a situation where it is medically necessary to do so eg:

- If a medication is to be given four times in a 24-hour period, it is acceptable to request that the school voluntarily administers this medication.
- If the medication is to be administered 3 times in a 24-hour period, we request that parents make arrangements to do this outside the school day. We will no-longer be accepting medication with this dosage.
- In the case of pain relief medication, we will accept this in to the office and will administer it if your child shares with us that they are in pain and that four hours have passed since their last dose. We may contact you beforehand to make sure that 4 hours have passed, if we think it necessary.
- If you have left any of the above medication with the school office, we ask please that it is collected at the end of the school day so that you can store it safely.

Should you wish us to administer medication such as that mentioned above, in a situation where it is medically necessary, we will do this to the best of our ability but cannot give a 100% guarantee that this will happen as the school office is a busy and demanding place. We will let you know if it has not been possible to administer the medication. Parents are of course welcome to come to the office to administer such medications themselves. Alternatively, the medication can be left with the school office and parents can call the office when the dose is due to request that it is administered.

This does not apply to emergency medication such as inhalers and epipens or medication which is medically necessary and prescribed to be taken at a specific time each day, such as ADHD medication.

Kind regards

Mrs Kerrell

Mrs Alison Kerrell
Headteacher



INVESTOR IN PEOPLE

