



Blackpool Teaching Hospitals

NHS Foundation Trust

Special School Nursing Service
Children's Community Nursing Team
St Anne's Primary Care Centre
Durham Avenue
St Anne's
FY8 2EP

01253 956142

bfwh.specialschoolnursing@nhs.net

August 2020

Dear Parent / Guardian

Our Schools medicine policy is currently being reviewed and some adjustments have been made with consideration given to Covid 19 safety measures.

In readiness for the September term, please can we politely remind all parents:

- All medication sent into school must have the prescription label on the box/bottle. This should include your child's name, the prescribed dose, number of times required daily and an in -date expiry date.
- A 'permission to give' form can now be found on the school website. Parents/guardian's must complete this form and return it to school with the appropriate medication. If the permission to give document is not returned to school, the medication cannot be administered. Staff members require this document to safely administer your child's medication. If your child attends school *without* a permission to give, a staff member will contact you to bring in this document, or to collect your child. The permission to give will allow the staff member to write up the medication safely and as instructed by parents/guardians.
- It is parent/guardians responsibility to ensure the 'permission to give' is filled out to the best of their knowledge and must match the prescription on the medication – Staff cannot administer medication if there is a discrepancy between the permission to give and the medication provided.
- If parents are unable to print off the 'permission to give' please note we can accept an electronic copy via email. However, we will not take this information over the phone to prevent any errors.
- All medication coming into school must be handed directly to the transport passenger assistant. Please refrain from putting your child's medication in their school bag .When the medication is received from transport a member of staff will sign in the medication and ensure it is kept in a safe place as identified by the school nursing team and senior management.



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- If your child has accessed rescue/as required medication prior to attending school, it is parents/guardians responsibility to inform a member of staff. Equally if your child accesses any additional medications in school time, school staff will inform parents in a timely manner.

- Please can we politely remind parents, the only medication which should be administered in school hours are those which are prescribed four times a day, rescue medications and three times a day medications which are prescribed by the GP for a set time and have been considered 'exceptional' by the school nursing team. All other three times a day medications should be administered before and after school by parents.

- Due to Covid19 we will not be administering Paracetamol during school hours for symptoms of feeling unwell or high temperature. This is to ensure no symptoms of Covid19 are masked by the effect of Paracetamol. If your child presents as unwell in the school day, school staff will contact parents/guardians to collect their child. Equally, in accordance with current government guidance, if your child presents with a persistent cough or temperature at home we ask that you do *not* bring your child to school.

- Should your child require Paracetamol for pain management however, this should be discussed with the School Nursing team.

Please do not hesitate to get in touch with the school nursing team if you have any queries or concerns.

Kind Regards,

Children's Community Nursing Team
School Nursing team Contacts
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