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24<sup>th</sup> March 2009

Dear Parents & Carers

### Administration of Medicines in School

Following discussions with a number of parents, I have recently asked Governors to review the school's position on administering medicines in school. The following statement will appear in the new prospectus. The most significant change – highlighted in the final paragraph – will, I hope, be seen as helpful and supportive.

“The school follows DCSF guidelines (Managing Medicines in Schools and Early Years Settings, 2005). Only medicines for chronic conditions will be administered from school. We require a completed parental permission for the administration of all medicines. The medicines must be brought into school in the original container/package in which it was dispensed by the pharmacist. The name of the child and the required dosage should be easy to read. All medicines received into school will be registered in the school's medical book. Children are given their medication by staff who have received training from the School Nurse.

Antibiotic medicines, eye drops, ear drops and non-prescriptive medicines are not administered in school. Parents should be aware that employees in school have no contractual obligation to administer medicines. Advice from unions and professional associations is that members should not administer medicines.

However, the school aims to be as co-operative as possible in this matter, whilst still protecting its staff and pupils. Local GPs seek to ensure that children who are prescribed medicines can, as far as possible, be given the appropriate doses outside of normal school hours. We strongly urge parents to request this with GPs whenever possible. ***If, in exceptional circumstances and following discussions with a GP, medicine has to be administered more frequently, then please speak to the Headteacher who will then decide how the school can best meet the child's needs.***”

Yours sincerely

Christopher Marshall  
Headteacher

