



Canon Sharples

Church of England Primary School and Nursery

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Executive Headteacher: Mrs. J Kneale Head of School: Miss. A Holmes



Medicines and Sickness in School

Dear Parent and Carers,

We have recently updated our **Schools Medicine and Sickness Policy** and are writing to inform you of the procedures in place with regard to administering medicines and sickness absence during the school day.

Prescribed Medication

- Only medicines (including eye drops) prescribed by your Doctor can be administered during the school day.
- Medication will need to be in its original container and labelled with your child's name and dosage.
- In the case of medicines, only those prescribed to be taken **four** times a day may be administered at school. This includes antibiotics.



Un-prescribed Medication

Medicines bought at a chemist and **not prescribed by your Doctor should not** be brought into school. This includes:

- Paracetamol / Ibuprofen e.g. Calpol
- Throat Lozenges e.g. Strepsils
- Cough Medicine

What you need to do if your child requires prescribed medication during the school day:

- Prescribed medication will only be administered once a **Parental Agreement Form** has been completed. This form is available from the school office, or to download from the school website. It will need to be completed and returned to school on the first day medication is required.
- All prescribed medication will need to be brought to the school office by an adult and never brought to school in a child's possession.
- Prescribed medication will only be returned to an adult and will not be given to a child to take home at the end of the school day.
- Parents may come to the school office to administer medicines if necessary.

What to do if your child is absent from school due to an illness:

- On the first day of absence please telephone to the school as soon as possible – the **school office is open from 8.30am**.
- If your child returns to school after an unexplained absence they will need to bring a note explaining why they have been absent.
- Children should not be at school when they are unwell, other than with a mild cough/cold.