



# HILLSIDE PRIMARY SCHOOL

Lords Lane, Bradwell, Great Yarmouth,  
Norfolk NR31 8PA

*Head Teacher: Mr S Minter M.Ed, B.Ed, B.Phil, N.P.Q.H*

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Dear Parents/Carers,

It has come to my attention that there has been a number of requests for staff to give Calpol to children. Unfortunately, while this may have been the case in the past, this is no longer our policy due to safeguarding and child protection. Please see below, an extract from our Supporting Pupils with Medical Conditions policy, which can be found on our School Website.

## **5. ADMINISTERING MEDICINES**

- *Written consent from parents must be received before administering any medicine to a child at school*
- *Medicines will only be accepted for administration in exceptional circumstances if they are:*
  - *Prescribed*
  - *In-date*
  - *Labelled*
  - *Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.*

*The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container.*

- *Medicines should be stored safely. Children should know where their medicines are at all times.*
- *Written records will be kept of all medicines administered to children*
- *Pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication*

Should your child require Calpol or similar un-prescribed medicines, you are of course welcome to come into school and administer them yourself. However, even if your child is on a course of prescribed antibiotics three times a day, it is generally acceptable (unless you are told otherwise) to give it to them before school, straight after school and at bedtime.

Thank you for your co-operation.

Yours Sincerely,

**Simon Minter**  
Head Teacher