

Bidwell Brook School,  
Shinners Bridge,  
Dartington  
TQ9 6JU



01803 864120

Date: April 2015.

Dear Parents/ carers,

This letter is to inform you of the guidelines regarding the receiving, and giving of medicines in Bidwell Brook School.

Medication can only be given by the school nursing staff or school staff if it is brought into school in the original container, correctly labelled by the pharmacist. We cannot administer self-purchased medication due to Virgin Care and School Medication Policies. If you require painkillers to be given, these must also be prescribed by your GP.

Emergency treatments e.g. Asthma sprays/ Buccal Midazolam/ Rectal Diazepam also need to be provided in their original container labelled by the pharmacist.

Medications **must** be handed to the bus/ taxi escorts, or whoever is accompanying your child to school, and signed into the Nursing Team by the escorts. This includes powders (i.e. Duocal) and creams (i.e. Diprobase), and transport medication. No medication should come into school in children's bags. This is to keep everyone safe.

A form is enclosed for you to complete giving details of the medication to be administered in school. This must be signed by you and returned to the Nurse at school along with the medication. Please note - medication will not be given unless this form is completed and signed by you.

Medicines will be returned to you at the end of every school year, and should be sent into school with your child on the first day of the new year. Medicines no longer required or which are out of date will also be returned for you to dispose of at your local pharmacy.

You will be required to update this form, at least on a yearly basis, and whenever there are changes to the medication.

Thank you for your help. If you have any reason to raise a concern, compliment or complaint about the school nursing service you or your child are receiving please discuss this with the Nurse directly or you can contact the Customer Services Team for Integrated Children's Services. Their contact telephone number is: 01392 380520.

Yours sincerely,

Claire Warland.

(Registered Sick Children's Nurse)