

Bishops Down Primary School News

www.bishopsdownprimary.org



9th October 2009

Dear Parents and Friends of Bishops Down,

Newsletter No. 3

Year 6 Fair Play Award - The Fair Play Award was awarded to Nathaniel Garwood for last week, and to Billy West this week.

Sports Matches - The Football and Netball teams will shortly be starting their league games and will need transporting to away games. If there are any parents who are willing to help on a rota basis to transport players, please can you let the office know. You will need to hold a current CRB which will be arranged through school.

Clubs - Please note that Netball Club and Gym Club both finish at 4.30pm.

Turning Circle - Thank you to everyone who has been making an effort not to park in the turning circle. However, there are one or two people who are still parking there. The turning circle is the area of road (Rydal Drive) right at the bottom of the school drive. Parking in this area jeopardises the safety of our children and is also illegal as it has a single yellow line. Please do not park or stop to drop off children in this area. Please can you also be considerate when parking near driveways, as residents sometimes cannot get in or out their drives when cars are parked too close.

Administration of Medicines in School - Please find attached to this newsletter, the School Policy for the Administration of Medicines to Children in School.

Grandparents Day - Thank you to all the grandparents that attended our Grandparents Day on Friday. We had a much higher number than we expected, which was fabulous, although the supplies of cake and coffee were rather stretched. It was a great success and the children, staff (and hopefully the grandparents) all had a great time. If there are any grandparents out there that would like to contribute further (for example as readers, classroom helpers or by giving talks to the children) then please let your grandchild's teacher know. If you have any feedback from the day, please complete the slip below and return it to school.

Mr. Turvey - Mr. Turvey is recovering well from his operation and looking forward to returning to Bishops Down. We are hopeful that he will return late next week or the week after. In the meantime, I am happy to discuss any queries you may have.

Yours sincerely,

Mr. John Tutt

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Grandparents Day – Feedback

Name of Child..... Class.....

I have the following feedback:

Bishops Down Primary School

Policy for the Administration of Medicines to Children in School.

Introduction

The school aims to support children with long term medical conditions and those with short term illnesses that may require medication during school time. However it is important for parents and carers to understand that the primary responsibility for a child's health rests with them and that children who are unwell should be kept at home until they are fully recovered. If your child is unwell at school you will be contacted and asked to collect your child.

The following guidelines are provided to give you the information of what the school is able to offer should your child require medication during school hours.

Regular Prescription Medicines

If your child requires medicines regularly that have been prescribed by a doctor and are required during school hours please contact Helen Lawton the school nurse to make the necessary arrangements. Staff are only able to administer these if;

- A permission form has been completed.
- The medicine is supplied in its original container with the dispensing information intact, showing the child's name and details of times and dosage of the medicine.
- Staff have received the necessary training.

Their medicine should be handed to a member of staff for safe storage. The school will maintain a record of administration. Please be aware that staff are not able to make changes to the dosages of medicine on parental instruction, this must be done by the prescriber.

Emergency Medicines

If your child has a medical condition that may require medication as an emergency such as antihistamines, an Epi-pen or asthma inhaler these will be stored in an accessible place within the child's classroom. Please make an appointment to discuss this with Helen Lawton if this is the first time your child has required emergency medicines in school or if there are any changes to their prescription or emergency treatment.

If your child is in Years 4-6 and you consider your child able to administer their own medication this is possible if:

- You have given written permission and completed the necessary forms
- Their classroom staff are aware of where their medication is stored and/or another supply of the medication is kept in the classroom in case the child is not able to self administer.

In the case of your child being at risk of anaphylaxis, severe allergy, asthma attack, epileptic seizures or they suffer from any other condition that may give rise to an emergency situation please discuss this with Helen Lawton who will ensure that all staff are made aware and that they have the necessary training to deal with an emergency situation.

Prescription medicines for short term use

If your child is prescribed a short course of medication (for example antibiotics) and your child is well enough to return to school before this has been completed. Please complete a form from the school office and hand the medicine to a member of staff at the beginning of the school day. Please be aware that at the moment a form will need to be completed for each day that the medicine is required (this is currently under review). Please also make your child aware that they need medicine and at what time so that they can remind a member of staff if necessary. Also remind them to bring it home if you have only one supply of medicine.

Over the Counter medicines

Examples of these are analgesics (pain-killers) for tooth ache, headache (not associated with head injury), dysmenorrhoea (painful periods), or early symptoms of mild ear ache. Other treatments for symptom control of hay fever may be self administered by older children but can usually be administered at home, outside of school hours. If your child requires medicine for a school trip to prevent travel sickness please make their class teacher aware when you return your permission form so the necessary arrangements can be made. Medicines that you have bought over the counter from a pharmacy that have not been prescribed by a doctor may not routinely be administered by school staff.

However if your child is in Year 4-6 and you consider them responsible enough to administer their own medicines this is possible if:

- You have given written permission and completed the necessary forms
- Classroom staff are made aware of where the medicine is stored in order to keep it safe.

Only one dose of the medicine should be brought to school each day. Your child must be made aware of how to take the medicine safely.

Please note that if your child requires treatment for a raised temperature they should be kept at home, even if they otherwise appear well.