

**Isobel Mair School  
Education**

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14<sup>th</sup> September, 2018

Dear Parents/ Carers,

**Updated Guidance on administration of medicines**

The school has been in discussion with our partners in NHS Greater Glasgow and Clyde concerning the storage, management and administration of medication. For the purposes of this letter, medication refers to Paracetamol, Calpol and Antibiotics.

The school will not maintain a supply of Paracetamol/ Calpol. When a child/ young person requires this type of medication (toothache, earache, menstrual cramp, post-operative, etc.), parents/ carers will be able to send this medication in on a daily basis having obtained the medication via your GP or Minor Ailments (pharmacist).

Medication should be clearly labelled and have:

- Child or young person's name
- Date of dispensing
- Name of the medication and strength
- Dosage and frequency
- Expiry date
- Quantity
- Method of administration
- Additional instructions

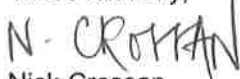
This medication will be returned home on a daily basis. Parents/ Carers should communicate via the Home/ School Diary or by telephone on such occasions. Additionally, medication should be handed directly to Bus Escorts when travelling on the bus. It should not be left in school bags.

Antibiotics are prescribed by a GP. For these pupils, medication will only be administered in school if directed 4 times per day. For administration 3 times per day, a dose should be given before school, after school and again later in the evening.

Medication will not be administered for children/ young people who present as unwell and/ or have a high temperature. Parents/ Carers will be 'phoned and asked to collect their sick/ unwell child.

This is the most recent and up-to-date guidance and replaces all previous arrangements issued by the school.

Yours faithfully,

  
Nick Crossan  
Depute Head Teacher