



September 2012

Dear Parents

### Orchard Vale Medical Policy Additional Information

As we are starting a new year here is a reminder of Orchard Vale's Medical Policy which you can read on the VLE ([www.ovschool.co.uk](http://www.ovschool.co.uk)), obtain a copy from your Class Teacher or the School Office.

#### Administration of Prescription Medicine during illness

Should your child be unwell and require prescription medication **more than** 3 times a day your class teacher will be happy to administer a lunch time dose.

- Please speak to your Class Teacher in the first instance.
- The School Office will give you a Medical Administration Form to complete.
- Office Staff will then check over the medication and dosage with you.
- All medication must be in date, in its original packaging with full instructions and the name of your child on the label.
- Medication will be kept in a locked fridge.

**Please note that we will not accept any medication that requires 3 doses daily as these can be taken at breakfast, after school and bedtime.**

#### Over The Counter Medicines (Calpol, Antihistamines)

If your child requires non-prescription medication during the day, but is well enough to come in to school, it is the **Parents' responsibility** to come into school at lunch time to administer this. Staff will not be able to administer this medication as it has not been prescribed by a GP or other health professional.

#### Permanent Medical Condition Requiring Medication

If your child has a medical condition (eg epilepsy, asthma requiring Ventolin etc) Orchard Vale will require a Medical Plan to be drawn up by the School Nurse in discussion with parents, Mrs Harding our SENCO and Class Teacher.

It is the **parents' responsibility** to ensure that medication kept at school is in date and correctly named. Asthma medication is kept in a sealed box in your child's classroom for ease of access.



## Head Lice

It is not our role to check children's hair for lice. However, if a live louse is seen on a child's head we will contact home and ask parents to take their child home to treat and remove the live lice. Once your child has been treated they can return to school. The situation will of course be dealt with sensitively by all members of staff but it is necessary to prevent the spreading of head lice.

The School Nurse's recommended method of removal is 'wet combing' with conditioner or teatree lotion. As soon as your child has been treated and all live lice removed they may return to school.

If live lice are found in a class it is our policy to send a letter out to all parents of children within that class so that they can check and treat their own children if necessary.

Yours sincerely

Caroline Harding  
Head of School