

Thursday 21<sup>st</sup> December 2023

Dear parents / carers,

**Re: First Aid Incident and Medication Administration Notifications and trial amendment to the medication policy - inclusion of non-prescription paracetamol**

To help make improvements in first aid and medication processes, we have decided to use a service called Medical Tracker when we return in the New Year. Medical Tracker not only allows us to inform parents/carers of first aid incidents and medication administration by email but it also allows us to analyse the data we record.

Medical Tracker will be beneficial to you because:

- We can record and track first aid incidents that involve your child
- We can record and track medication administration that involves your child
- You can be notified immediately after a first aid incident involving a bump to the head
- You can be notified immediately after medication has been administered by email
- You can consent to your child receiving their medication rather than completing paperwork

To use Medical Tracker effectively we need to ensure we have up-to-date email addresses to notify you of incidents. Please be assured that Medical Tracker is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important – When we start using Medical Tracker, email messages will be sent from [donotreply@medicaltracker.co.uk](mailto:donotreply@medicaltracker.co.uk). Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

If you do not have an email address then you can come into the academy to complete documentation as before.

In addition, I am writing to inform you about a trial amendment to our supporting students with medical conditions policy which has been carefully considered with the primary goal of supporting the health, well-being and attendance of the children in our care.

After thorough consideration and taking account of parent / carer feedback, we are proposing a trial period during which the use of non-prescription paracetamol will be permitted and managed and monitored in the same way as prescription medication. This amendment aims to provide a practical solution for addressing minor and infrequent ailments and ensuring that children can attend school without unnecessary discomfort.

Outwood Grange Academies Trust, a company limited by guarantee registered in England and Wales with company number 06995649.

Registered office address: Potovens Lane, Outwood, Wakefield, West Yorkshire WF1 2PF.

VAT number: 158 2720 04. Outwood Grange Academies Trust is an exempt charity.

A list of Directors' names is open to inspection at our registered office.

**Key points of the amendment:**

**Non-prescription paracetamol:**

- During this trial period, the academy will allow the use of non-prescription paracetamol to be brought to school for use as needed, provided there is parent/carer consent
- This amendment is intended to offer quick relief for mild pain or discomfort and to support the overall well-being of children
- Paracetamol is intended to be used as a short term solution for minor ailments therefore can only be administered in accordance with the manufacturers instruction. Treatment beyond this would need to be via prescription
- We do not have the storage available to store on site to use as and when necessary therefore paracetamol will only be kept on site for the duration it is administered which is no more than 3 consecutive days
- We will only administer after 12pm to ensure that sufficient time has lapsed in the event that it has been taken before the start of the school day

**Exclusion of other non-prescription medications:**

- The only non-prescription pain relief that will be allowed is paracetamol
- This decision is in line with health and safety guidelines, particularly regarding aspirin and products containing aspirin (salicylate). Children under 16 should not be given aspirin unless prescribed, and our staff, whilst dedicated, are not health professionals and may not be able to identify the various medical terms for salicylate that may be present in other non-prescription medications

**Initial trial period:**

The trial will commence on Monday 8th January 2024 and run until the Easter break at which point it will be reviewed. This time frame allows us to assess the effectiveness and impact of the change whilst ensuring the safety and well-being of students

We encourage communication during this trial period. If you have any questions or feedback regarding this amendment, please contact school via 01924 907430 or [enquiries@ledgerlane.outwood.com](mailto:enquiries@ledgerlane.outwood.com).

Thank you