



Easebourne CE Primary School

18 October 2022

Residential Trips to The Sustainability Centre:

Foxes C: 8th – 10th November 2022

Foxes W: 29th November – 1st December 2022

Otters: 5th – 7th December 2022

Please read the following important information and requests and sign where appropriate.

Medicines on Educational Visits

Staff will administer **prescription** medicines to pupils when required during educational visits. Parents should provide a sufficient supply of medication in its **pharmacist's container**. Only essential **non-prescription** medicines, as defined in our medical policy, will be administered by staff, it does not include alternative treatments ie. homeopathic or herbal potions, pills or tinctures or nutritional supplements. Pupils must not carry them for self-administration. Parents should ensure they complete consent Form C (available from the school office) for each separate medication. Medication should be handed into the office with the correct paperwork prior to the day of the trip. We will send out a text reminder of this cut-off date closer to the time.

Pupils with medical needs will be included in educational visits as far as this is reasonably practicable. School staff will discuss any issues with parents and/or health professionals in suitable time so that extra measures (if appropriate) can be put in place for the visit.

All staff will be briefed about any emergency procedures needed with reference to pupils where needs are known and copies of care plans will be taken by the responsible person.

Medicines on Residential Visits

On **residential** visits, the school acknowledges the common law 'duty of care' to act like any prudent parent. This extends to the administration of medicines and taking action in an emergency, according to any care plan.

Occasionally it may be necessary to administer non-prescription medicines (as defined in our medical policy) i.e. paracetamol (Calpol), to pupils suffering acute pain from things like migraine, period pain, toothache or antihistamine, to pupils suffering from an allergic reaction. Parents must give written consent prior to the residential visit using Template H (Consent to administer non-prescribed medication on a Residential Visit) before these non-prescription medications can be given and they must also confirm they have been administered to their child in the past without adverse effect.

The school will take a supply of standard Six Plus Calpol (not Ibuprofen) and Piriton Syrup for administration to pupils during a residential visit. Pupils should not bring Paracetamol (or other types of painkillers) on the residential visit for self-administration.

Please would you complete the form attached and Template H for permission to administer specified medication. If you require any additional medical consent forms please ask at the office. If your child already has medication held by the school this will be taken on the trip as a matter of course.

The attached form should be returned to the office by Thursday 20th October. Thank you.

Child's Name:

I have ensured that my child understands that it is important for his/her safety and for the safety of the group that any rules and any instructions given by the staff in charge are obeyed.

I understand that while the school, staff and helpers in charge of the party will take all reasonable care of the young people, unless they are negligent they cannot be held responsible for any loss, damage or injury suffered by my son/ daughter arising during or out of the journey.

(Note: School Journey Insurance is automatically arranged through West Sussex County Council, for participating establishments.)

Signed Parent/ Carer

Special dietary requirements (including allergies/vegetarian etc)

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Other useful information (eg Sleepwalking, bedwetting)

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