

December 2014

Dear Parent/Carer

In line with the Medicines Policy for Schools, it is normally expected that parents/carers administer medicines to their children. The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the school with information. It should be the exception rather than the rule for medicines to be brought into school.

The School policy allows for prescribed medication to be administered in schools.

NON PRESCRIBED MEDICINES.

Non-prescription medicines are **not** permitted in school. If a student is found to be carrying non-prescription medicines these will be removed from the student's possession and the parent/carer will be contacted.

PRESCRIBED MEDICINES

When the dosage is required 4 times a day or if the medication is required in the event of an emergency then school will administer these prescription medicines. Each request for medicine to be administered to a pupil will of course be considered on an individual basis.

If your child may need prescribed medicine during school time:

- You could make arrangements with your child's doctor to prescribe medicines that can be given before and after school.
- Where this is unavoidable, you may make arrangements to come into school to administer the medicine yourself to your child at the appropriate times.
- If this is not possible then you may arrange for medication to be administered by school staff. In this case, parents/carers must complete a '**Request for School to Administer Medicines**' form which is available from the Main School Office. The form must be signed by the Parent/Carer and returned to the Main School Office. Unfortunately No medicines can be stored or administered without this written consent form. Only **prescribed medication** in original pharmacy-labelled containers can be accepted.
- The medicine must be labelled with instructions on how and when the medication is to be given and clearly labelled with the child's name. At the conclusion of a student's treatment, the unused medication must be removed from the school by the parent/carer.

It is always the responsibility of the parent/carer to ensure that medication provided in school is in date and is replaced when it has expired.

School personnel will not be able to administer any medication to students unless they have received all the necessary medication forms, properly completed and signed and the medication has been received in an appropriately labelled container. In fairness to those giving the medication and to protect the safety of the child, there can't be any exception to this policy.

We are keen to work closely with parents/carers so if you have any questions about this letter or other issues related to the administering of medication in the school, please contact the Main School Office in the first instance.

Thank you for your co-operation.

Yours faithfully

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Deputy Head teacher