

September 2017

Dear Parent or Carer

### Pupils' Medication

A pupil might at any time in the seven years that they are with us need to have medication administered in school. To ensure the **SAFE** administration of medication in school the following guidelines have been drawn up. **If these are not followed then unfortunately the medication cannot be given.** We would like to suggest that this note is kept in a safe place until it is needed. A copy of the full policy is available on request:

- Parents/Carers need to provide the Headteacher with adequate information regarding their child's condition and medication. It is the parents/carers responsibility to inform the school in writing when the medication is discontinued or the dosage changed.
- Normally the school can only administer medicines **prescribed** by a doctor;
- Medication will not be accepted in school without a Pupil Medication register form (PMR1) being completed. This must be completed by the parent, guardian or carer and handed in personally with the medication. **PLEASE DO NOT SEND MEDICINES WITH A PUPIL AS THEY WILL NOT BE ACCEPTED.**
- Where the pupil travels on school transport with an escort, parents/carers should ensure the escort is informed of any medication sent with the pupil, including medication for administration during respite care.
- Each item of medication must be delivered in the **original container**. It may be appropriate for your GP to prescribe a separate amount of medicine for school use. It is far more convenient for the medication to be in tablet form if possible.
- Each container/packet must be clearly **labelled** with the following:
  - name of medicine
  - dosage
  - date of dispensing and expiry date
  - any written instruction by the prescriber
  - patient's name
  - dosage frequency
  - storage requirements, if important
- Medicines in unlabelled containers will **not** be accepted;
- The teacher with overall responsibility for medication is **Mr Birtles**. The Student Service Officer will administer the medication.
- Only reasonable quantities of medication should be supplied to school eg. a maximum of 4 weeks supply at any one time
- The designated school staff will check with you or a health professional about any concerns they may have.

If your child is in need of prescribed medication at the start of the year **please could you complete the Pupil Medication Register and return it to, the Student Services Officer, if it applies to your child.**

Yours sincerely

D Hampson  
Headteacher