

23rd March 2023

Re: MEDICATION IN SCHOOL

Dear Parents/Carers

This letter is a reminder of the School's Policy on the administration of prescribed and non-prescribed medication to students, based on guidance and regulations issued by the Department of Health.

In most circumstances, medication (eg antibiotics) prescribed three times a day can be taken at home – before school, after school, and before bedtime. However, if you wish prescribed medication to be administered during the school day, clear written instructions must be provided, and the medicine must be provided/kept in a properly labeled container.

The label must be clear and free from alterations or defacement and must show:

- The name of the medication
- The name of the student
- The dosage
- Specific directions for the medication (not simply “as directed” or “as required”)
- Precautions relating to the medication (eg “caution, may cause drowsiness” or “store in a refrigerator”)
- The name of the dispensing pharmacist/doctor
- The expiry date and the date of issue.

The exception to this is Insulin which will generally be available inside an insulin pen or pump, rather than in its original container.

If you are sending medication to the School through your child's taxi company, please email your child's teacher in advance and follow up the email, with a call to our Reception Team on 01509 414338.

If children have any symptoms of Coronavirus eg new cough, headache, temperature, and/or a loss of taste or smell, then they should not be in school. Any children exhibiting symptoms of Coronavirus will be sent home promptly.

Please make sure that your emergency contact number is up to date and that you are contactable, in case we need to discuss any concerns around administering medication to your child.

It is particularly important to update us on any changes to your child's health conditions and difficulties. If you have been abroad, please check the government website for the latest quarantine guidance to follow and advise us accordingly. Additionally, if your child requires a Salbutamol inhaler/reliever please ensure you provide one to be kept in school.

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The use of non-prescribed medication is generally discouraged but we recognise that very occasionally pain relief may be required. On these occasions, a member of staff who works alongside your child will contact you directly. I would also advise that you discuss with your child the importance of not sharing any medication with other students. If your child regularly suffers from acute pain such as migraine, you may authorise and supply appropriate painkillers complying with the details above for 'Prescribed Medication'.

Please be advised that all expired medication will be discarded.

If your child has an allergy it is your duty to inform the School – in addition please specify if your child has an airborne allergy and ensure if your child requires an EpiPen that they have this on their person. I am sure you will appreciate the detailed framework which is required for the dispensation of medicine.

A copy of our Administration of Medication policy can be found on our website.

If you have any questions or comments, please direct them to Marie Shaw, our School's DSL.

Kind Regards



Vickie Perkins
Assistant Headteacher, SENCo and DLACT