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Headteacher: Mrs S. Brewis, BA (Hons)

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Dear Parent

### **Medication for Pupils**

In order to comply with Local Authority guidelines on administering medications in school it is necessary to operate the following procedures here in school.

Very few medicines need to be taken in school hours and in most cases the appropriate dosage of medicine when prescribed to be taken "three times a day" can be given "before school, after school and at night".

Medication will not be given to any pupil without the specific written consent of the parent. Non-prescribed medicines will not be given even with the consent of parents.

A request for school staff to administer medicine must be in writing and include evidence that the child needs to take medicine during school hours, e.g. instructions on the container or advice from the pharmacist. A Parental Consent Form is available on the school website to assist with this process. Medicines must be in the pharmacist's original container, clearly labelled with the pupil's name and the dosage/instructions.

The medicine, together with the completed and signed consent form, should be delivered to school, where possible by a parent and should be handed to the Administrative Officer or a Staff First Aider.

Any medication which has passed its expiry date should be collected from school by parents within 5 days of the expiry date.

Yours sincerely

Mrs Sarah Brewis  
Head Teacher