

# ST. MARY'S CATHOLIC PRIMARY SCHOOL

Acting Headteacher: Mr P Glover

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Diocese of Leeds - Kirklees Education Service



September 2021

Dear Parents/Guardians,

## Re: Administration of Medication at School

This letter is to notify you about our review of our Medicine Policy in school and administration of medicines. This is also available on our school website in more detail.

### SAFE ADMINISTRATION OF MEDICINES AT SCHOOL

- Medicines should only be brought to school when essential, i.e. where it would be detrimental to the child's health if the medicine were not administered during the school day. In the case of antibiotics, only those prescribed **four** times a day may be administered at school
- Only prescribed medicines (including eye drops) in the original container labelled with the child's name and dosage will be accepted in school
- Medicines will not be accepted in school that require medical expertise or intimate contact
- All medicines must be brought to the school office by an adult. Medicines must NEVER be brought to school in a child's possession
- The adult is required to complete a parental agreement form at the school office for the medicine to be administered by school staff
- The Headteacher must be informed of any controlled drugs required by children, e.g. equasym.
- Tablets should be counted and recorded when brought to the office and when collected again
- Painkillers, such as paracetamol or ibuprofen, may NOT be brought in to school
- Administration of medicines at school must be recorded in the Medicines Book by the appointed First Aider in the Medicines Book in the First Aid Room and witnessed by a second member of staff
- Parents may come to the school office to administer medicines if necessary
- Some children may self-administer medication, e.g. insulin, if this has been directed by the parents when filling in the medicine form
- If a child refuses to take medicine, staff must not force them to do so. The refusal should be recorded and parents informed

Yours Sincerely,

Mr Glover  
Acting Headteacher