

13 March 2012

Dear Parents/Guardian

During the Governors meeting last night the policy regarding administering medicine to pupils was discussed. In order to bring the school into line with the council's policy regarding this, the following was agreed.

Administering Prescription Medicines

1. Parents/carers should provide full written information about their child's medical needs in the form of a Parental Request/Consent form or an individual Health Care Plan (to be obtained from school office)
2. Short-term prescription requirements should only be brought to school if it is detrimental to the child's health not to have the medicine during the school day (medicine is administered at lunch time). We will only administer medicine once during the school day.
3. The school will not accept medicines that have been taken out of the container as originally dispensed nor make changes to prescribed dosages
4. Medicines should always be provided in the original container as dispensed by a pharmacist and should include the prescribers instructions for administration. In all cases this should include:
 - Name of child
 - Name of medicine
 - Dose
 - Method of administration
 - Time/frequency of administration
 - Any side effects
 - Expiry date

Administering Non-Prescription Medicines

1. Unless there are exceptional circumstances we **will not** administer non-prescribed medicine to any pupil
2. The only permitted circumstances when a non-prescribed medicine can be administered to a pupil or self-administered are:
 - a) where a child suffers from acute pain such as migraines, a letter to support this is provided by a doctor and the parent provides consent using the relevant form (available from the office)
 - b) no pupil under the age of 16 will be administered aspirin

I hope this clarifies the situation.

Yours sincerely

M Gilmore
Headteacher