

6th June 2014

Dear Parents/Carers

We have recently been reviewing our procedures regarding the administration of medication in our school and have consulted with our school nurse and local doctors. We wanted to inform you of the procedures which we will implement with immediate effect.

It is recommended by the Department of Education and Department of Health that non-prescription medication is not administered by schools. This includes cough mixture, pain killers (paracetamol and calpol), creams, eye, ear and nose drops. In line with this recommendation, we ask that parents should make arrangements for children to take this medication when at home and should not send it to school.

As for antibiotics and prescription medication, again guidance suggests that time schedules can be set so that medicine is taken at home rather than in school time. Medicines that need to be taken up to three times a day can often be managed at home and your doctor should be able to advise on how this can be done.

If a child has long term medical needs, it is important for the school to have sufficient information regarding the condition and a health plan drawn up. If long term medication must be taken at school a medication authorisation form must be completed by the parent/legal guardian. This form must accompany the medication and must be in its original packaging (This is currently in place for all pupils who are already on long term medication, so parents of these children do not need to be concerned with this).

There is no obligation or legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances only. Recently, we have had a large number of requests regarding medication and this presents us with the problem of having adequate and safe storage of the medication, of having staff available who are happy to give the dosage (as this is a significant responsibility) and this also takes staff away from their core duties of supporting the children in their learning and play. We believe that having as little medicine in school as possible is the best way forward for children and adults at school and we hope you will support us in understanding this.

We hope this letter explains our procedures clearly and we appreciate your support and cooperation in following our procedures.

Zoe Hussain
Headteacher

