July 2021

Dear Parent /Guardian,

As part of our Special School Nursing review of medication management within the school setting ,our Children’s Community Nursing Team have specifically looked at how we safely store the respite medications that you send in for your child within the school day.

In order that we ensure the safest best practice, please can we request that all respite medications for your child are sent in a clearly labelled box with a coded combination lock. Furthermore, can we request that the code is shared with your childs respite provision in advance .This will ensure respite medications are only accessed by you and your respite provision and that school staff are then only responsible for locking the received locked box of medications into a secure cupboard in school for the school day.

If your child is brought into school by transport escort, the transport staff member will simply need to receive your childs locked box from you and pass onto school staff member in the usual way. They will then check the box in for safe storage only .School staff will not check medications within the box .

Please note school staff will not open the box or become involved in the management of your childs respite medications, so please make sure your childs respite medication box has all the medications that are required for them to attend their respite provision .

**The locked box must be labelled clearly as:**

* Respite medication
* Your childs name and date of birth on the box
* The name of your childs respite provision

**Medications within the box must be:**

* The correct medication
* Labelled correctly
* In date

We appreciate your support with our recommendation .

Please do contact your school nurse directly if you have any concern or query around your childs medication in school .

Kind Regards,

Children’s Community Nursing Team