



Sacred Heart R.C. Primary School

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MEDICATION

Staff must not accept responsibility for administering medicine or tablets to pupils and they are under no obligation to administer any medicines.

Where it is necessary for children to take prescribed medication, the Headteacher or Health and Safety Co-ordinator can accept the responsibility, following a parent's written authorisation. Parents need to complete an authorisation form in the school office and staff administering the medication will record the time and dosage when medication is administered.

Medicines must have a pharmacy label on them, marked with the child's name, correct dosage and frequency of administration. Only medication prescribed by the doctor as having to be given **4 times a day** will be accepted. This will be stored in the school office/fridge.

Medication prescribed three times a day needs to be administered at home on a morning, after school and at bedtime.

Children are not allowed to bring lozenges, painkillers including Calpol, Piriton, Bonjela, cough mixtures, Soothers, Strepsils or cough sweets etc. bought by parents at a shop or pharmacy.

Full details of the local authority code of practice on the administration of medication in school is available in the school office.

Children with on-going medical conditions may have medication permanently in school, stored in the school office, but only with the Headteacher's consent. Paperwork must be completed for all pupils and if the medication is administered on an adhoc basis, parents will be informed immediately of the time that the medication was given.