

Dear Parents/Carers

RE: Administering Medication in School

****IMPORTANT INFORMATION – PLEASE DO NOT DISCARD****

Please read this letter carefully as it provides you with the necessary information you will require when requesting the Academy assist with your child's medication during the school day:

Prescribed & Non-Prescribed Medication

- 1 All prescribed medication has to be in its original packaging. We will not accept any medication in any other form.
- 2 You are required to give written details such as dosages/times etc, and give us your permission to medicate your child as requested using the Administering Medication proforma.
- 3 We are not allowed to administer prescribed medication without written information and signed permission in place. If you send prescribed medication to school without this, we will contact you immediately for you to complete the necessary forms or make alternative arrangements, eg, to administer the medication yourself.
- 4 No child may bring medication to school, this must be delivered by an adult and the handover of medication procedure must take place with a member of staff.
- 5 If your child is taking prescribed medication for a short or long term period (over one month) and will need this to be administered during school hours, you will be required to complete (in full for long term), an Administering Medication proforma. This is available on the school website or from Reception.
- 6 When prescribed antibiotics, please consider spreading the doses over times that will not require them to be taken in school if possible eg before school, after school and in the evening.

All medication whether prescribed or not has to be given to a member of staff by an adult. PLEASE DO NOT GIVE YOUR CHILD ANY MEDICATIONS TO BRING TO SCHOOL.

- 1 Medicines will only be administered after 10.45am on any day. The Academy are unable to administer medications prior to this time.
- 2 We are unable to offer an 'as and when' provision of medicines because we are not in a position to diagnose your child's needs.

'Let your light shine before others' Matthew 5 v 16
Head Teacher: Mr Daniel Jeffries BA(Hons) MA NPQH

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Safeguarding is everyone's responsibility - Selwood Academy is committed to safeguarding and promoting the welfare of our children and we expect all members of staff, volunteers and visitors to share this commitment.

- 3 Please ensure your child is aware of the times he/she must attend the 1st Aid Room to take their meds. *(The school is unable to accept responsibility for missed medications).*
- 4 If your child suffers from hayfever or common allergies that require an antihistamine please ensure it is taken before school.

A phone call home will be made immediately if:

- 1 Medications are received without the necessary permissions in place. *(If we are unable to reach the main contact for your child the medication will not be administered and a note will be sent home with them).*
- 2 Your child refuses to take their medication to make you aware; we will of course encourage them to do so, however we are not allowed to make them take it.

We will ensure the forms are available on the Academy website for your convenience. This will enable you to complete them in advance and give to us as soon as you require your child to have medications in school. Alternatively, you are always welcome to complete the forms in school at the same time as handing over medications. You are advised to allow at least 10-15 minutes of your time to go through the necessary hand over with staff coordinating the administering of medications.

I should remind you that it is your responsibility to ensure the school receives the correct format of written notice/permission to administer medication(s) for your child. We are however, always willing to provide assistance with completing the Administering Medications Proforma/Permission forms at any time you require. Please contact the school office or your child's class team to arrange this. We understand that at times this will be at short notice but the necessary forms are easily accessible and therefore your time spent completing them should be a minimum of 10-15 minutes. We will endeavour to ensure your waiting time is also kept to a minimum.

Your co-operation is very much appreciated. We hope you will understand that these procedures are in place to safeguard all concerned.

Yours faithfully



Melissa Singer
Director of Business & Finance