



**Shawclough C.P. School**

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Dear Parents and Carers

I would like to draw your attention to the First Aid, Medical Conditions and Administration of Medicine Policy, with regards to the Managing Medicines on School Premises, this relates to short term illnesses.

- Medicines should only be administered at school when it would be **detrimental** to a child's health or school attendance not to do so.
- No child will be given prescription medicines without their parent's signed consent.
- No child will be given medicine containing Aspirin unless prescribed by a Doctor.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.
- Medicines will only be accepted if they are prescribed by a Doctor. **Non- prescribed medicines will NOT be accepted or administered to children in school.**
- Medicines must be in date, labelled, in the original container as dispensed by a Pharmacist and include instructions for:
  - Administration.
  - Dosage and storage.
  - All medicines will be stored safely; children should know where their medicine is kept. Children will not be allowed to store medicines in their drawers, bag or pockets, other than asthma inhalers.

Parents and Carers need to be aware that administering medicines by school staff is voluntary and the school has the right to refuse administering medicine where needed.

Please be aware that if a member of staff is administering medicine it does take them away from teaching your children.

As a school we will always try to support parents and carers however we can not always accommodate the medication requirements of short term illness. We ask that parents understand this and look to ensure the dosage of medication can be taken outside of school hours and understand that medication should only be required once during school hours.

Yours sincerely,

Julia Sandiford-Mitchell  
Headteacher