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Chair of Governors: Mr R. H. Sperr



28th November 2023

MEDICATION IN SCHOOL

Dear Parents/Carers,

This letter is a reminder of the school's policy on the administration of prescribed and non-prescribed medication to students, based on our policy: *'Supporting Pupils with Medical Needs'*, which can be found on the academy website.

In most circumstances, medication (eg antibiotics) prescribed three times a day can be taken at home – before school, after school and before bedtime. However, if your child needs medication to be administered during the school day, this medication must be handed in to the academy office, clear written instructions must be provided (**forms can be found at the office and must be completed and returned before any medication will be given**) and the medicine must be kept in the original packaging. The label must be clear and free from alterations or defacement and must show:

- The name of the medication
- The name of the student
- The dosage
- Specific directions for the medication (not simply "as directed" or "as required")
- Precautions relating to the medication (eg "caution, may cause drowsiness" or "store in a refrigerator")
- The name of the dispensing pharmacist/doctor
- The expiry date and the date of issue

The use of non-prescribed medication is generally discouraged but I recognise that very occasionally pain relief may be required. The academy office would also be required to obtain verbal consent from you on that day to verify that no other medication has been taken in the previous four hours. Without this consent any other non-prescribed medication cannot be administered. If your child regularly suffers from acute pain such as migraines, you may authorise and supply appropriate painkillers complying with the details as above for 'Prescribed Medication'. I would also ask you to review consent on a termly basis and to inform the academy office of any changes. If your child has an inhaler, a form should be completed at the office, and the inhaler handed in along with the form to office staff. In accordance with Department of Health guidance, schools are now permitted, if they so wish, to purchase salbutamol inhalers without a prescription for use in an emergency only. This only applies to students already diagnosed with asthma and prescribed an inhaler. If you have any questions or comments please direct them to the academy office.

Yours sincerely

Mr S Bate
Headteacher

