



19 September 2014

Dear Parents/Carers

ADMINISTERING MEDICINES IN SCHOOL

From 1st September 2014 Governing Bodies have a duty to arrange support for pupils at school with medical conditions.

Schools **can only** accept **prescribed medicines** that are in date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date but will generally be available to schools inside an insulin pen or pump, rather than the original container. All medicines will have to be signed by a parent or carer.

We have a form (a copy is attached to this letter) which will need to be completed for each prescribed medicine. The form and medication should be handed to the school office, not your child's teacher. Further copies of the form can be obtained from the school office.

A form will need to be completed for medicines already held in school, such as inhalers and Epipens. If your child uses either of the above, please complete and return the form as soon as possible.

I would like to stress that this arrangement is solely for medicines prescribed by a doctor. Pupils should not bring any medication to school in their bags or pockets such as cough pastilles, meltlets etc. If it is necessary for your child to have pain relief tablets, cough mixture etc, you are welcome to come into school to administer these yourself at lunch or break time; please liaise with your child's teacher. In addition, every effort should be made to administer medication such as antibiotics outside school. For example, three times a day medication can be given to your child before school, after school and before bedtime.

Please speak to me if you need any clarification of these new arrangements.

Yours sincerely

Annette Delaney
Headteacher

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