

Our Ref: CAc/STo/SPh

17 May 2017

Dear Parent/Carer,

Medication in School

I am writing to inform you that the academy has reviewed its medical policy in line with the national guidance "Managing Medication in Schools" should you wish to receive a copy of the policy please contact us on the number shown above.

As a change to our policy we will no longer accept medicine in school unless it would be detrimental to the child's health if the medicine were not administered during the school day.

Please note that the school can only accept medication that has been prescribed by a doctor, dentist nurse prescriber or pharmacist prescriber. Non-prescribed medication e.g. paracetamol will not be accepted in school.

Medicines must be provided in the original packaging (as dispensed by the pharmacist) and include the prescribers label/instruction for administration.

We will not accept medicines that have been removed from their original container nor make changes to dosage via parental instruction.

It is to be noted that medicine taken 3 times in a 24 hour cycle can be taken in the morning, after school hours and at bedtime therefore, such medicines should not be brought into school for administration.


With regard to controlled drugs, these must be brought into school by an adult and in one weeks' supply at a time. We cannot accept medication brought into school by a student. If this is the case we will contact parent/carer immediately to collect. Medication must be in the prescriber's box. Loose tablets/blister packets will not be accepted and they will be returned to parents/carers.

No medication will be accepted without a completed, up-to-date consent form signed by the parent/carer and Principal; this consent form will be kept in the academy. This should be reviewed on a regular basis and a new form for different types of medication completed. It is the parent's responsibility to ensure that all medication kept in school is in date.

All parents/carers must collect unused medication at the end of each school term. Where such medication is not collected this will be disposed of using the appropriate procedure outlined in the medical policy.

It should be noted that **NO** child under the age of 16 should be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Yours sincerely



Cara Ackroyd
Principal

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A list of Directors' names is open to inspection at our registered office.