

24th June 2016

Dear Parents / Carers

Administration of medicines in school

Following updated guidance received regarding supporting pupils at school with medical conditions, governors and staff have reviewed the Medical Needs Policy and this has changed the way we administer medication in schools.

The main changes for parents/carers to note are as follows:

- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. School will only consider administering temporary medication that requires to be administered at least 4 times per day as prescribed by a medical practitioner.
- No child under 16 will be given prescription or non-prescription medicines without their parent's written consent. The only circumstances in which non-prescription (over the counter, commercially produced) medicines may be administered are if a pupil suffers regularly from acute pain, such as migraine, or allergies, such as hay fever. In cases such as this, we will ask that the medication is prescribed via a doctor, along with evidence of a diagnosis and written instructions about when the child should take the medication. Parents should be informed that their child has requested/received medication.

A copy of the policy will be available for parents/carers to view on both school websites shortly.

Yours sincerely

Mike Coyne
Primary Headteacher