



Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ  
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Company Number: 09484306

19<sup>th</sup> October 2022

Dear Parents and Carers

**Re: Medication in School**

Within TEACH Trust schools we have a Medical and First Aid Policy which ensures comprehensive support to pupils and parents/carers. Within the policy we advise that we are happy to administer medication on your behalf during the school day if your child requires it and there is a procedure to ensure that Health and Safety requirements are met and that the medication is given safely. Although wherever possible medicines should be prescribed in dose frequencies which enables them to be taken outside school hours, we appreciate that for some medications this is not possible.

However, it comes to my attention in all four TEACH Trust schools that parents/carers have been ignoring our detailed Medical and First Aid Policy on administering medication which specifically states that medicines **MUST BE DELIVERED TO THE SCHOOL OFFICE BY THE PARENT/CARER**. Medicines must **NOT be brought into school by pupils**. Unfortunately, we have had instances where medication has been found in pupils Book Bags, in lunch boxes, in rucksacks and in coat pockets. By doing this, parents/carers are placing not only their child at risk of not taking the correct level of medication, but also every other pupil at risk of digesting medication that is not required by them. This is a serious Health and Safety issue and a safeguarding issue.

I would like to remind all parents/carers of TEACH Trust expectations if you would like your child's school to administer medication to your child, including such items as cough/throat lozenges:

**Prescription Medicine:**

Medicines must be delivered by the parent/carer to the School Office. Parent(s)/carer(s) must complete a school Parental Agreement to Administer Medicine Form to provide us with consent to administer the medication on your behalf. Medicines must be prescribed for the child, in the original packaging, include instructions for administering, dosage and storage. The pharmacist details must be visible. **Medicines containing Aspirin MUST only be administered if prescribed by a Doctor.**

**Non-prescription medicines-such as, pain killers:**

Medicines must be delivered by the parent/carer to the School Office. Parent(s)/carer(s) must complete a school Parental Agreement to Administer Medicine Form. Medicines must be in the original packaging labelled with the child's name and class.



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*Haymoor Junior School*

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**Procedure for administering medicines:**

The school will check the packaging and the form to ensure:

- that the medicine matches the form
- that the child's name is on the medication or on the pharmacy label (if applicable)
- that the child is the named child
- the dosage
- that the timing requirements are correct (e.g. before or after food)
- the medicine can be stored appropriately in school

If the dose is a measured dose and there is no calibrated spoon or container the Medical Officer will seek advice from the parent/carer. Once the medicine has been provided to the child a record of the medicine, dosage and time **MUST** be completed and the medicine stored as stated on the label.

If there is ever any doubt about the medication or the labelling is unclear, advice must always be sought from the parent/carer. In the event that the parent cannot be contacted, advice should be sought from the Deputy Head Teacher or Head teacher or CEO.

I would be very grateful if all parents/carers would consider the parental expectations of our Medical and First Aid Policy. The Medical and First Aid Policy is widely available in school reception areas and on all school websites and TEACH Trust website.

I would also like to thank you, in advance, for your co-operation in assisting us to ensure that we keep our pupils safe and healthy.

Yours sincerely



**Lesley Specterman**

**Home Academy Liaison Officer-Lead Officer for School Attendance and Medical/First Aid Care**



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