



Medication in school

In accordance with current Health and Safety requirements, the school can only supervise prescribed medication. Where possible, please ask your doctor to prescribe medication in dose frequencies that enable it to be taken outside school hours. **Non-prescription drugs (including “over the counter” painkillers) will not be kept in the school** and under no circumstances can students carry any medicines with them around school, the only exceptions being asthma inhalers and Epipens. If your child is prescribed medication, the following procedure **must** be followed if you wish school staff to supervise it during the school day:

- Parents should bring in any medication and complete a **MED Form 1**, available from me, giving full instructions for administration. A separate MED Form 1 needs to be completed for each different medication
- A maximum of one week’s supply of prescribed medicine will be kept in school. The medication must be in a recognised container with name of child, name of drug and dosage and have a pharmaceutical label with dispensing instructions. The school must have evidence that the medication taken by your child is that prescribed for them. Any pop-up foil tablets need to have dosage on the foil and expiry date
- The responsibility for delivery and collection of medication required each day rests with the family and students are responsible for ensuring they attend at their designated times.

I, or another member of staff, am available between 08.00-16.15 hours.

When the medication is required, I will log it and monitor your child for any side effects; when a student requests medication, wherever possible I will telephone to inform you that it has been given.

Medication for school trips

- Only **prescribed medication** is allowed on school trips, for which a Med Form 1 will need to be completed
- Students with asthma declared on their student medical record must bring an inhaler on the trip, or they will not be allowed to go; the same applies to students with Epipens
- *For travel sickness only*, parents can provide one dose of non-prescription travel sickness medication for the return trip, to be placed in a sealed envelope with full details of the medication and time to be taken by the student
- Please contact me or the trip leader for further information. Please note that if your child already has medication in school, this will not go on the trip unless requested by you.

NB Med Form 1 forms are not required for asthma inhalers.

When a student finishes the course of medication held in the medical room, they will be informed. If any medicine held at the school is out of date, it will be disposed of by the Medical Administrator. Please contact me if you require any help or advice.

Yours sincerely

Mrs M Whiteman

Medical Administrator

MED 1

REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF STUDENT

Surname

Forename(s)

Address.....M/F.....

.....Date of Birth.....

.....Class/Form.....

Condition or illness

MEDICATION

Name/Type of Medication
(as described on the container)

For how long will your child take this medication.....

Date Dispensed

Full Directions for use

Dosage and Method

Timing.....

Special Precautions

Side Effects

Self Administration.....

Procedures to take in an Emergency

CONTACT DETAILS

Name.....Daytime Tel No.....

Relationship to student.....

Address

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I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date.....Signature (s).....

Relationship to student.....

PLEASE BE AWARE, MEDICATION WILL BE DISPOSED OF BY THE MEDICAL ADMINISTRATOR IF IT EXPIRES. IF MEDICATION IS RUNNING LOW THE STUDENT WILL BE INFORMED.