Medicines in School – Information for parents

Dear Parent / Carer

If your child needs to take medication in school:

- Please complete and return a consent form for each medication that needs to be given (please remember to sign the form at the bottom of the page).
- More medication forms can be found on the school website in the “Parent “, “forms”

All medication must:

- Be in its original container/box (with the pharmacy label visible if prescribed by a doctor) Tablets that have been cut up (blister packed) MUST show the expiry date on ALL the packaging (blister pack and box).
- **Please note that any medication that resides in school must be updated by parents before it expires. Please take a note of the expiry dates for your records.** We will of course follow our procedures by not administering out of date medication unless advised to by paramedics.
- Be clearly labelled with the child’s name (prescribed and non-prescribed medication)
- Be in date
- Be brought into school by the parent/carer. If this is not possible medication **must** be given to the transport escort who will give the medication to the designated person at school (pupils are not allowed to carry medication on transport or in their school bags or on themselves)
- Parents/carers are responsible for ensuring there is medication in school

Staff who administer medication do so voluntarily. If the correct procedures are not followed we are unable to administer medication.

Thank you for your co-operation with this matter.

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