



A Parent's Guide to Medicines in School

We may be able to administer medicine at school if it would be detrimental to the child's health or their school attendance not to do so. Medication will always be given at lunchtime (unless otherwise agreed with the Headteacher).

Prescription Medicine

- You must provide full information as to the reason for the medication.
- Each item of medication must be delivered to the school office in a secure and labelled container as originally dispensed. It must clearly show the dispensing label. We will not accept items of medication in unlabelled containers.
- You will need to complete a Medicine Administration Consent and Record Form (provided by the office).

Non-Prescribed Medications

School will administer paracetamol based pain relief, antihistamine (where a 1 day medication is not possible and a letter is provided from a medical professional) and topical creams (if the child can apply this themselves), if you feel your child would not be able to attend school if they did not have access to this.

For staff to administer non-prescribed medication a Medicine Administration Consent and Record Form must be completed by a parent or legal guardian.

Non-prescribed medications will only be administered by school if the parent has confirmed that the child has previously taken the medication and that there were no significant side effects. The medication will only be administered for a maximum of school 2 days unless a



medical professional has provided written documentation to state that the medication is required for a longer period of time.

General Guidance

- If your child refuses to take medicines, we will not force them to do so, instead we will inform you as soon as possible.
- If the medication is to be stopped early, you must inform the school office.
- We are unable to make changes to prescription dosages on parental instructions.
- When the medication is no longer required you should collect it from the school office.
- We are unable to give medication containing aspirin to pupils unless this has been prescribed by a doctor or other healthcare professional.