

Dear Parent/Guardian,

To ensure the safety of our children and young people we are constantly auditing and reviewing practise regarding medication administration in school. We would like to update you on current criteria which will enable safe and efficient administration of medication. We would respectfully ask all parents to ensure that all medications that come into school meet these criteria.

All medications administered in school must be,

- **Prescribed by a qualified medical practitioner**, e.g. G.P., Consultant, Nurse prescriber.
- **Correctly labelled with a pharmacy label**, stating the correct dose and number of times a day to be given. We cannot accept labels that read 'as directed'.
- Accompanied by a **completed consent form**. A first dose ONLY may be given following verbal or written consent via the home school book from a parent or guardian. Consent forms can now also be found on the school website.
- **Dated**. If you are sending in a part-used bottle please can you write the date of opening on the bottle so that we can ensure we do not exceed the shelf life of the medication.
- School does not keep a stock of any medications. This includes **Paracetamol** and **Ibuprofen**. If you feel your child may need these in school they need to be sent in from home following the same procedure as all other medications, ie prescribed and labelled correctly.

If you have any further questions about medication administration in school, please contact Liz Johnson, School Nurse or Jen Lacey, Medication Manager.

Thank you for your co-operation.



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