



September 2018

Dear Parents

## MEDICATION IN SCHOOL

This letter is a reminder of the school's policy on the administration of prescribed and non-prescribed medication to students, based on guidance and regulations issued by North Yorkshire County Council and the Department for Education Supporting Pupils at School with Medical Conditions document.

In most circumstances, medication (eg antibiotics) prescribed three times a day can be taken at home – before school, after school and before bedtime. However, if you wish prescribed medication to be administered during the school day, clear written instructions must be provided and the medicine must be kept in a properly labelled container. The label must be clear and free from alterations or defacement and must show:

The name of the medication

The name of the student

The dosage

Specific directions for the medication (not simply "as directed" or "as required")

Precautions relating to the medication (eg "caution, may cause drowsiness" or "store in a refrigerator")

The name of the dispensing pharmacist/doctor

The expiry date and the date of issue

The use of non-prescribed medication is generally discouraged but I recognise that very occasionally pain relief may be required. Paracetamol is the only non-prescribed pain relieving medication which may be administered and only by Mrs Chauda the School Health Manager and other designated persons (in her absence) and only if consent was obtained when the student was first enrolled at the school. Mrs Chauda would also be required to obtain verbal consent from you on that day to verify that no other medication has been taken in the previous four hours. Without this consent paracetamol cannot be administered.

If you wish your child to self-medicate without overt school involvement, I would ask that you record this in your child's planner for monitoring. I would also advise that you discuss with your child the importance of not sharing any medication with other students.

If your child regularly suffers from acute pain such as migraine, you may authorise and supply appropriate painkillers complying with the details as above for 'Prescribed Medication'.

I would also ask you to review consent on a termly basis and to inform Mrs Chauda of any changes.

Students with asthma should carry their inhalers with them at all times. In accordance with Department of Health guidance, schools are now permitted, if they so wish, to purchase salbutamol inhalers without a prescription for use **in an emergency only**. This only applies to students already diagnosed with asthma and prescribed an inhaler.

I am sure you will appreciate the detailed framework which is required for the dispensation of medicine. If you have any questions or comments please direct them to Mrs Chauda.

Yours sincerely

Mrs W Wilson  
Head of School