



Dear Parent/ Carer,

I would like to inform you about our school policies and procedures regarding the administration of prescribed medication during school hours.

The health and safety of our pupils is of paramount importance to us at Rumworth and staff will always ensure that each individual's needs, (medical or otherwise) are met. However, due to a recent increase in the number of students arriving in school with various medicines, we feel it is important that we kindly ask if you as parents and carers would follow the procedures below if you require any medication to be administered to your child in school.

#### **Prescribed Medicines only**

- All prescribed medication **MUST** always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration and the child's name.
- Parent/ carer to complete a consent form ensuring that all the required information is written clearly – (please contact the school to request a consent form).
- If any medication needs to be kept with the child at all times i.e. Inhalers, Epipens etc please state this **clearly** on the consent form otherwise the medication will be kept in the emergency rescue medicine cabinet in school.
- Pain relief medicine such as Calpol, Paracetamol and Ibuprofen must also be prescribed by the GP.
- Please ensure that you indicate on the letter if the child has already had a dose of the medicine before school, specifying the exact dosage and the exact time it was administered.
- Any medication must be delivered to school by a parent / carer and **NOT** sent with the child.

If any students require liquid medication would you please ensure that a medicine spoon or syringe is also provided.

**PLEASE NOTE: Due to health and safety reasons, our staff are unable to administer any medication arriving into school contained in a blister pack; envelope or any that are not in their original container and kindly ask that ALL medication is brought into school and taken home by a consenting adult.**

**Any medication that is out of date will also need to be collected by a consenting adult.**

We would like to thank you in advance for your cooperation with these issues, please do not hesitate to contact me at school if you require any further information.

Yours Sincerely,

*Ms Gillian Fowler*

Assistant Head & Safeguarding Lead  
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