

LR.DU.shd.NI

Dear Parents/Carers

**MEDICINES IN SCHOOL**

In accordance with the guidance from the Department of Education and Skills (DfES), the Medicines in School policy with regard to the administering of medicines in schools and pertinent details are outlined below.

We accept the need of pupils to take prescribed medicines at some time during their time at Roysia, which usually will be for a short period only i.e. to finish a course of antibiotics or to apply a lotion etc. We recognise the need for this to minimise the time that pupils need to be absent. However, such medicines should only be brought to school where it would be detrimental to a child's health if it were not administered during the school day.

**Prescribed Medicine**

If your child has to receive medication during the school day, this can only be administered on the completion of an 'Agreement to Administer Medicines' form, obtainable from the school office. We will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. Parents/carers may bring up to one week's supply of the medicine into school for administration during the school day. We would encourage parents/carers to administer medicines that need to be taken 3 times a day to do so in the morning, after school and at bedtime. For self-administration staff will supervise the self-administration of prescribed medicines. Again this will require an agreement form.

**Non-Prescribed Medicines**

Roysia will not give a non-prescribed medicine to a child in school. A parent or carer may be contacted if a child's condition can be alleviated by paracetamol or similar. If a child suffers regularly from frequent or acute pain, we would ask you to refer the matter to your GP. Should your GP advise you to buy over the counter medicines, please ask your GP for a letter stating which medication has been recommended, together with the length of treatment. We will then agree to administer the medication.

Roysia staff has agreed to administer non-prescribed medicines (e.g. travel sickness pills, paracetamol) to pupils **taking part in visits outside school**, day or residential. Parents/carers must complete an agreement form and 2 members of staff will administer or supervise the self-administration of such medicines. Parents/carers must provide the medicines in the original packaging, as with prescribed medicines, and any unused medicines will be returned to parents/carers after the return to school.

**Controlled Drugs**

We will administer a controlled drug to the child for whom it has been prescribed. This will only be done in accordance with the prescriber's instructions and we expect parents/carers to follow the same procedures as for any prescribed medicine as described above. It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed. The school will keep controlled drugs in a locked non-portable container and only named staff will have access.

**Health Care Plan**

Where a child suffers from a medical condition requiring more than simply the administration of a prescribed medicine, whether this is long or short-term, a Health Care Plan will be agreed. If a prescribed medicine has effects that impact on the child's cognitive or physical abilities, behaviour or emotional state, a Health Care Plan may also be needed. The Plan will be agreed with input from the child, the parents/carers, Roysia staff and relevant health professionals. We will notify the parents of those pupils we consider to be in this category.

**Refusing Medicines**

If a child refuses to take medicine, staff will not force them do so but will note this and notify the parent/carer as soon as possible. If a refusal to take medicines results in an emergency, we will follow normal emergency procedures i.e. seek medical assistance.

**Disposal of Medicines**

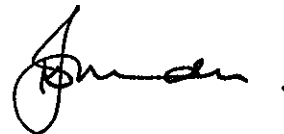
Roysia staff will not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. We would also ask that you collect medicines held at the end of each term.

We welcome your co-operation with this matter.

Yours sincerely



Mrs L Rawlings  
RSAT Middle School Headteacher



Mrs K Jandu  
Interim Roysia School Leader

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I confirm that I have read and understood the Roysia Middle School Medicines in School Policy.

Signed.....  
Parent/Carer

of (pupil).....

Date.....