



### **MEDICATION - IMPORTANT INFORMATION**

For some of our students, having to take medication at home and at school every day is just part of their lives. Other students may only need to take medication in school occasionally.

Manor Green School is committed to ensuring that our students do not miss out on any aspect of school life and every effort is made to support students and their families with medication needs wherever possible.

All members of our Teaching and Learning Team (T&LT) receive initial medication training at the beginning of their employment, which is thereafter refreshed on an annual basis. This training ensures that each member of the T&LT team is fully conversant in our protocol around receipt, safe storage and administration of student medication.

We do however need a degree of cooperation from parents and carers and would be grateful if you would take the time to familiarise yourselves with the following requirements:

If it is necessary for your child to have medication administered during the school day you must first complete a REQUEST FOR THE SCHOOL TO ADMINISTER MEDICATION FORM. This form will first be approved and signed by a member of the Leadership Team thereby authorising classroom staff to administer the medication.

*A separate form needs to be completed for each item of medication required by your child.*

### **MEDICATION CAN BE DELIVERED IN TO SCHOOL IN ONE OF TWO WAYS:**

Parents/carers can bring the medication in to school and hand it directly to classroom staff

OR

The medication can be given by parents/carers to the driver/escort of the transport vehicle who should hand it directly to classroom staff upon their arrival at school. *NB: Not all transport vehicles are permitted to transport medication.*

**Please note that in order to ensure the safety of your child and other students who may travel with them in the same vehicle, medication should never be placed in the student's bag.**

The person who delivers the medication will receive a receipt from the member of staff who has accepted the medication in to school. A copy of this receipt will be retained for our records.

### **PRESCRIBED DRUGS**

These are items that have been prescribed for your child by a medical practitioner. The items must bear a pharmacy label that shows your child's name, details of the medication and state clearly the dosage to be administered, together with any other additional information. **Staff will only administer medication in accordance with the instructions specified on the pharmacy label.**

## **NON-PRESCRIBED DRUGS**

These are medicines and creams that can be purchased over the counter without the need for a prescription.

These items will only be accepted in to school for use if they are clearly labelled with your child's name, unopened and in the original packaging, together with the package leaflet showing information for the user. **Staff will only administer medication according to the dosage and instruction specified in the package leaflet.**

If your child requires having medication administered in school on a daily or regular basis, we ask you to provide us with our own supply to be held here in school. When our stock is running low or the medication is due to expire we will give you at least five days' notice to enable you to request replacement medication from your GP or pharmacy and to then send it in to school.

If during the course of the school year there are any changes to the medication details shown on the original [REQUEST FOR THE SCHOOL TO GIVE MEDICATION FORM](#), a new form must be completed. Additional copies of this form are available from the School Reception or can be printed off from our website.

Our [Administration of Medication Policy](#) can also be viewed on our website.

Thank you for taking the time to read this important information and should you have any questions please do not hesitate to contact us.