

17 July 2020

Dear Parents and Carers

### **Medication**

This will be new information for families of students who are joining us in September and a reminder for the families of those students who are already in attendance.

For some of our students, taking 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 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 their medication needs wherever possible.

All members of our ACE staff receive initial medication training at the beginning of their employment which thereafter is refreshed on an annual basis. This training ensures that each member of the ACE team is fully conversant in our protocol around receipt, safe storage and administration of 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 (a copy of this form is enclosed). This form will then be approved and signed by a member of our Leadership Team, thereby authorising classroom staff to administer the medication. A separate form needs to be completed for each item of medication required for your child.
- Medication can be delivered in to school in one of two ways -
  - the parent or carer 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 arrival at school (please check if your transport vehicle is permitted to transport medication).
- The person who delivers the medication will receive a receipt from the staff member who has accepted the medication in to school and a copy of this receipt is retained for our records.
- Please note, in order to ensure the safety of your child and other students who may travel with them on transport, medication should never be placed in the student's bag.

### **Prescribed drugs**

These are items that have been prescribed for your child by a medical practitioner and will bear a label from the pharmacy showing your child's name and telling us what dosage has to be administered, together with any other additional information. Staff will only administer medication according to the instruction specified on the prescription label. We will only accept prescribed medication in the original packaging and bearing the prescription label.

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### Non-prescribed drugs

These are medicines and creams that can be purchased over the counter without a prescription. These items will only be accepted in to school if they are unopened, clearly labelled with your child's name 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 needs to have medication administered in school on a daily basis we ask you to provide us with our own supply to be held in school. When our stock is running low we will give you at least five days' notice to enable you to request replacement medication from your GP or pharmacy and send it in to school.

If during the course of the year there are any changes to the medication shown on the original REQUEST FOR THE SCHOOL TO ADMINISTER MEDICATION FORM, then a new form must be completed.

Additional copies of this form are available from the School Reception or can be viewed and printed from the school website: [www.manorgreenschool.co.uk](http://www.manorgreenschool.co.uk). Our Administration of Medication Policy can also be viewed on the school website.

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

Yours sincerely



Shelley Thomas  
Head of First School and Therapies

Enc: Request for the school to administer medication form