

## What Parents should do

Any decision to allow the administration of medication to a pupil in school is made by the Headteacher. We wish to advise parents/carers of the following procedures:

- You must inform the school as soon as possible after your child has been dispensed medication and before medication is brought into school
- A meeting may need to take place to discuss medical issues, to draw up a care plan and have the necessary consent forms signed, prior to medication being administered.
- Medication must be brought into school by a parent/ carer in its original labelled prescription packaging.
- Medication must be handed into the school office.
- Parents/carers agree to take unused medication away at the end of term.

Please advise the school office of any changes in your child's medical needs to ensure our records are up-to-date.

## School will endeavour

- To ensure that the identified person/persons have the required skills to deal with the safe administration/management of medication.
- To ensure confidentiality at all times.
- To ensure that medication will be kept and stored according to health and safety guidelines.
- To ensure that a member of staff will be available to discuss a child's medical needs
- To ensure that medication will be given as directed by the instructions on the pharmacist's label

**FULWELL INFANT SCHOOL**



## **Medication Policy Leaflet**

The policy for the administering of Prescription Medicines for chronic conditions

### **CONTACT**

If you have any queries regarding your child's medical needs, please contact the school office, telephone number 0191 5535548 and we will arrange a mutually convenient time for you to be invited into school to discuss and fill in a care plan for your child .