



What to do if your child needs medicine in school?

In school we want to make sure that your child comes to school and their attendance is excellent. However, we realise that this is not always easy if your child is ill.

Please read the following guidelines to help us help you:

- ❖ If your child needs to take medication in school it can only be accepted if it is prescribed by the doctor and it is for 4 times a day. Medication must have the correct details on the label – name, date of birth, type of medication, dosage and expiry date and any special arrangements.
- ❖ It must be brought to school by a responsible adult preferably parent or carer.
- ❖ We will ask that you complete a simple form giving us permission to administer medication to your child.
- ❖ If the medication needs to be collected at the end of the day, it must be collected by an adult.
- ❖ If not collected and the date expires it will be disposed of.

Of course, if possible medication should only be given in school if absolutely necessary. For example, if the instructions are 'THREE TIMES A DAY' it could be given before coming to school in the morning, after school and bedtime.

What do we do in school?

- ❖ Where medication is needed it will be overseen by appropriate trained staff. At Hudson Road the staff trained to administer medications are Caroline Brown and Mrs Jean Lee. In their absence Mrs Westgate (Headteacher) will administer medication.
- ❖ Correct forms will be completed when medication is brought into school.
- ❖ Medication will be stored securely and safely.
- ❖ Any medication given will be recorded in the correct manner and any observations will be recorded.

If your child needs medication over a long term or has long term medical needs then a Care Plan may be needed. This can be designed to your child's own needs. Please contact Caroline Brown at the school office. If a more detailed Care Plan is required the SENCO will be available to put into place.

Inhalers

We are happy to keep your child's inhaler in school. We ask that you complete a simple form at the school office. The inhaler must be brought into school in its original box with the correct details.

The inhaler will be kept in the SLT room in an accessible place. Each individual child will have their own sealed pouch to store the inhaler. It is your responsibility to make sure inhalers are in date and are kept in supply.

Thank you for taking the time to read this information. We are available for any questions you may wish to discuss.

