



**St.Mary's Church of England**  
**Primary School**  
**Medicines in School: A Parent's Guide**

*God gives us the use of plants and herbs for curative care, both physical and emotional.*

*Psalm 51:7 psalm 45:8*

A copy of the Managing Medicines in Schools Policy, which outlines the school's practices and procedures relating to administering medicines is available on the School's web site and is available as a hard copy on request. This guide aims to inform you of your responsibilities with regard to supporting this policy in school.

**School will only administer prescribed medicines.**

- Medication will not be accepted without complete written and signed instructions from the parent/carer. See Appendix A
- Medicines must only be brought into school when essential. Where possible parents/carers are encouraged to ask doctors to prescribe medication in dose frequencies which can be taken outside school hours.
- Adults must be handed in medicines to a member of staff in the containers in which they were supplied.
- Only a reasonable amount of medicine should be handed in at any one time.
- Medicine containers should be clearly labelled with;
  - the child's name
  - the name of the medicine
  - the dosage and frequency
  - the storage instructions
  - the expiry date
- School will not accept unlabelled items of medication
- School will only follow the instructions on the bottle/packet. Changes to the dosage can only be made in accordance with the instructions on the dispensed container or written instructions from the Doctor.
- Unused medicines must be collected and taken home when requested.

**Ways you can support school are:**

- Make sure your child is fit and well enough to attend school
- Provide full details in writing, of any health problems he/she may have. Keep the school informed of any changes.
- All information should be provided as soon as possible, to allow the school sufficient opportunity to plan and prepare to meet your child's needs.
- Provide full written details of any special religious and/or cultural beliefs which may affect any medical care that your child receives, particularly in the event of an emergency.
- Make every effort to attend meetings requested by the school so that your child's Individual Health Care Plan (if applicable) can be discussed and drawn up with you.
- Ensure school has telephone numbers where you can be contacted in an emergency. Keep school informed as to any contact detail changes e.g. home/work/mobile numbers.

**Thank you in anticipation for noting your responsibilities and helping us to maintain the health and safety of all the pupils in our care.**

**September 2024**



**Parent/Carer Agreement for School to Administer Prescribed  
Medicine**

School will only administer prescribed medicines in accordance with our Administration of Medicines Policy which can be found on the Web site.

Name of Child

Date of Birth

Class

Medical condition or illness

Name/type of Medicine

(as described on the container)

Quantity received

Dosage and Method

Timing

Special Precautions/Storage details

Date Dispensed

Expiry Date

Are there any side effects school should be aware of?

Procedures to take in an emergency

Administration

All medicines will be self administered and supervised by **TWO members of staff**

Administration dates

From

To

**I give consent for school staff to administer medicine in accordance with the school's Administration of Medicines Policy**

**Parent/carers signature**

**Print name**

**Date**