



St. Peter's C.E. Aided Primary School

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Headteacher: Mr Chris Penn BEd NPQH

Dear Parent/Carer

November 2015

Re: Administration of Medication

Some children may need to take medicines during the school day and we aim to be as flexible as possible under the following circumstances:

- Cases of chronic conditions e.g. Diabetes, asthma, epilepsy or anaphylactic shock
- Cases where pupils are recovering from short term illnesses who may be well enough to attend school but need to finish a course of antibiotics, cough medicine etc

If your child falls into one of the above circumstances, and where it is essential that they take the medication within school hours and when a parent/carer is not able to administer themselves at school, then a form should be requested from the School Office to be completed by a parent/carer before any medication is agreed to be administered by school.

We can therefore, under those particular circumstances as mentioned, accept, store and administer any medication by adhering to the following:

- A consent form must be obtained from parents, available to download from school website, under 'Parents' then 'Medical Information'
- As agreed with parents, any administration of medication must be recorded
- Medication to be handed into school office and would be stored appropriately but easily accessible in case of an emergency

However, medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the day. Also, it should be noted that wherever feasible, parents should administer medication outside of school hours.

Thank you for your co-operation in this matter.

Yours sincerely

Chris Penn
Headteacher