

November 2023

Dear Parent/Carer,

Re: Administering Medicines within School

I am writing to introduce myself as the new school Welfare Officer and to inform you of a change in our policy for recording and administering medicines within school.

There are three forms of consent we need you to provide us with if your child requires medicines whilst in school. These forms provide school with your consent to store medication and administer it to your child or for your child to carry their own medicine. This includes all prescription and non-prescription medicines kept by school including occasional painkillers.

A copy of the Supporting Students with Medical Conditions policy can be found on the Trust website using the below link.

[Supporting Students with Medical Conditions](#)

Copies of the consent forms can be found on our website using the below links, but we also hold paper copies at both our student and main receptions.

1. If your child has a medical condition and / or a need for long-term medicines (a period of 8 days or more) or occasional medicines (e.g. paracetamol) for us to securely store please complete, sign and return the following:

[Parental Consent to Administer Medicine \(long term\)](#)

Our Welfare Officer may contact you to discuss correct dosage for the occasional medicines.

2. If ever your child becomes ill and requires a short course of medication, e.g. antibiotics, to be administered in school, please keep the below form handy and complete, sign and return to school together with the required medication.

[Parental Consent to Administer Medicine \(short term\)](#)

Short-term prescriptions should only be brought to school if it is detrimental to your child's health not to have the medicine during the school day. Please ensure all medicines you require us to keep securely on school premises are prescribed by a doctor, dentist or nurse, are named and in their original packaging, are in date, that they state the name of your child, time/frequency and dosage required. Otherwise we are unable to accept them.

3. There is no set age when a child can take responsibility for their own medication, and we support and encourage them to do so either independently or under our supervision. Please note however, prescribed controlled drugs (e.g. methylphenidate, known as Ritalin) are controlled by the Misuse of Drugs Act and have to be kept in safe custody so self-medication must be supervised in these circumstances. If you wish your child to carry their own medication please complete, sign and return the following:

[Request for child to carry their own medicine](#)

Yours faithfully.

Mrs A Ford
Welfare Officer

Please be aware that the school has made policy changes in line with GDPR. Further information and privacy notices can be found on the school website <http://highstorrs.co.uk/our-school/privacy-notice>. If you require a paper copy please contact the school office. Please do also alert your child to the privacy notice for pupils.