

Dear Parent / Carer,

At Huntingdon Academy, the well-being and welfare of our children is always our first consideration. We have recently reviewed our Supporting Pupils with Medical Needs policy and would like to take this opportunity to update you on this matter.

### **The Role of Parents and Carers**

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. **This may be by spacing the doses so that they are not required within school hours, or by the parent/carer coming in to school at lunch time to administer the medication.** However, this may not sometimes be practical and in such a case parents/carer may make a request for medication to be administered to the child at school.

If medicine needs to be administered during school time, then a parent or carer must bring it to the school office and fill in the Administration of Medication Permission and Record form Medication **must not** be given to the class teacher, or brought into school by the child themselves. If medication is for a short term condition, any remaining medication must be collected from the office by a parent or carer at the end of the school day.

### **Prescription Medicines**

**Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bed time.** Parents are encouraged to ask the GP whether this is possible. Prescription medicines will only be administered by the school where it would be detrimental to a child's health if it was not done

### **Non Prescription Medicines**

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion or the administration of paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

School staff will not administer any medication to pupils unless they have received a medication form properly completed and signed by the parent / guardian and the medication has been received in an appropriately labelled container.

If you have any further questions related to the administration of medication in school, please contact Miss Yarnell, Huntingdon Academy's Leader of Inclusion and Welfare.

Yours sincerely

Mr R Middleton  
Headteacher

Registered no. 08296921