

## **Medication Criteria**

Parents/carers MUST meet with Paula Smith to discuss whether it is necessary to have medication in school. In the absence of Paula Smith, SLT must be contacted.

NO medication should be taken without meeting parent/carer first.

If a learner comes into school with medication, then parents MUST be contacted and informed that NO meds can be given until a consent form is signed, as there are certain criteria to meet before we can administer anything.

Below, are the conditions that must be met to administer any medication.

- Medication must be in the box/packaging supplied by the pharmacist and must be prescribed by a Doctor.
- The dosage regime, learners name & date of birth should be clearly marked on the pharmacist's label.
- School will not accept any medications that are in unmarked packages and do not contain details supplied by the pharmacist.
- Medication must be delivered by parent/carer into school. Learners must not carry medication between home and school.
- Whenever possible, medication should be taken at home, and only when unavoidable should be taken at school. E.g.: if an antibiotic is three times a day, then breakfast, tea and supper times could be observed at home.
- If any over-the-counter (or unprescribed medication) is needed during the school day, then a parent/carer must come into school to administer this each and every time it is needed. No unprescribed medication can be left on the school premises.
- Wherever possible, all medication will only be administered outside of teaching times (e.g. morning break, lunch break).
- Any inhalers will be carried with the learner. This is to ensure instant help and encourage responsibility.
- Any medication left in the medical cabinet at the end of every half term/ term break must be collected by a parent/carer, otherwise it will be destroyed. If medication is to start again after the break another consent form must be signed and the process repeated.
- No medication will be administered if any of the above points are not met, and that the Head Teacher and the Governors reserve the right to withdraw this service.