



plains.farm@inspiremultiacademytrust.co.uk
www.plainsfarmacademy.co.uk

7th May 2021

Dear Parent/Carer,

MEDICATION IN SCHOOL

This letter is a reminder of the school's policy on the administration of prescribed and non-prescribed medication to children in accordance with Inspire Academy Trust's medication policy.

In most circumstances, medication (eg antibiotics) prescribed three times a day should be taken at home – before school, after school and before bedtime. School will only administer medication on behalf of a parent which is prescribed for four times a day or prescribed by a GP for set times of the day. The medication will be administered by staff volunteers who have undertaken training in administering medication. We will not administer medication that is not on prescription.

If you wish prescribed medication to be administered during the school day, you must come to the school office for 8.30am to complete a care plan for your child. Please bring the medication in the original, clearly labelled container from the Pharmacy. The label must be clear and free from alterations or defacement and must show:

- The name of the medication
- The name of the student
- The dosage
- Specific directions for the medication (not simply "as directed" or "as required")
- Precautions relating to the medication (eg "caution, may cause drowsiness" or "store in a refrigerator")
- The name of the dispensing pharmacist/doctor
- The expiry date and the date of issue

If your child suffers from Asthma, inhalers and spacers must also be signed into school by the parent/carer.

All medication **MUST** be signed in via the school office. Parents should not approach staff in the classrooms and hand over medication.

If you have any questions, please email or phone the school office who will be happy to assist.

Thank you for your continued support.

Miss L Cassidy

Head Teacher

