

Head Teacher: Mr J Swift

Micklem Primary School

learning, achieving, working together

Boxted Road,
Hemel Hempstead,
Hertfordshire, HP1 2QH.
Tel: 01442 408964
Fax: 01442 401962
admin@micklem.herts.sch.uk
www.micklem.herts.sch.uk



Medicines in school

Following a review of our managing and administering medicines in school, please find below guidelines for parents should you wish us to administer medicines to your child during school time.

- Medication must be sent in its original packaging (box) and where possible include the information leaflet.
- Prescribed medication must be clearly labelled with the pharmacist's original label and the child's name and dosage must be clearly stated on the label.
- We cannot administer medication that has been prescribed to someone else.
- Any over the counter medicine must be labelled by yourself clearly stating your child's name and the dosage they require.
- If you wish us to administer paracetamol to your child please bring this in as individual sachets where possible.
- We will not administer medication if it has passed its expiry date.
- Parents will need to complete a form authorising us to administer medicine before we will administer any medication. This form can be found on our school website.
- We will record when your child is given medication and we will email you to let you know they have had it (this includes inhalers).
- At the end of each term we will send home any medication we hold for your child in school (including EpiPen's and inhalers). If you wish us to administer the medicine to your child the following term please hand the medicine back to the school office on the first day of the new term.
- If your child has a care plan we will review this with you annually. In order to ensure that safety standards are met we would be grateful if the above guidelines are always followed. We are not in a position to administer medication which does not comply with the above guidelines. These procedures are necessary to safeguard your child and the person administering their medication.

Should you have any queries please do not hesitate to speak to the school office.

Yours sincerely,

Mr Swift

Be Kind. Show Respect. Aim High.

