



CHARMOUTH PRIMARY SCHOOL

Lower Sea Lane, Charmouth, Dorset DT6 6LR
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Dear Parents

Administration of Medicines

Having reviewed the structure, organisation and responsibilities of staff throughout the school, I have decided that the way in which medicines are held and administered in school needs to be reorganised.

Background

In the past the school office has held medicines in the school office and the school administrator has administered medication at the correct time as best as she is able. Children have brought medicine into school and taken medicines away with minimal supervision. Although the school is not obliged to undertake the administration of medicine, every effort is made to see that children have received any medication that they are due in the correct dose and at the correct time and this will not change. However the process that has been used has proved not to be as robust as we would wish at all times. We cannot continue to rely on the goodwill and co-operation of the hard pressed administration staff to receive, store and administer medicines to school pupils. The new procedures for the administration of medicines in school outlined below will be instigated with immediate effect. In this whole process there is an assumption that the child is fit to be in school whilst receiving medication.

Outline of New Scheme

There will be one member of staff, Mrs Snellgrove, responsible for the administration of medication across the school during the school day. In her absence, Mrs Clapp, will take on this role. Parents will fill in two simple forms that can be obtained from the school office and take the medicines and forms to Mrs Snellgrove. Mrs Snellgrove will contact the class teacher to hand over a blue form with the medication details. At the end of the day, it will be the parent's responsibility to approach the class teacher to collect the medicine. Medicines **will not be** handed over to any child; they will only be handed over to a parent or adult who is collecting the child from school.

Procedure

1. Contact school office to ask for parental agreement form for the administration of medicine.
2. Form needs to be completed and signed by the parent.
3. In addition, a photo copy of this form is taken for the teachers information.
4. Parent needs to take medical information sheet to Mrs Snellgrove.
5. Parent needs to take parental agreement form and medicine to the designated adult responsible for the administration of medicine in the school.
6. Medicines will be stored in school out of the reach of children.
7. A record will be kept of the time medication is administered.
8. At end of day, it is the parents responsibility to contact the class teacher so that the medication can be returned
9. Medication will not be handed over to children



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*Please note that the school will try and administer the medicines at the requested times. However, at times, it may not always be possible to administer medicine exactly to time. If there is any medication that parents feel that is essential to be administered promptly, the parents must make arrangements to come into school at the appropriate time and administer the medicine to their child themselves.

Under no circumstances should any child come to school with a personal supply of medication to self administer. All medication needs to be made known to the school via the school office by filling in the appropriate forms and following the procedures as listed above.

Yours sincerely

Gillian Morris
Headteacher