John Fletcher of Madeley Primary School

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"***Whatever you do, work at it with all your heart***", Colossians 3:23

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Important Message
Safe Handling and Administration of Medication in School

Dear Parents/Carers,

At John Fletcher of Madeley Primary School, the safety and wellbeing of every child is our highest priority. We are writing to remind and reinforce an extremely important policy regarding the administration and storage of all medications within our school environment.

It is a strict requirement that **all** medicines, whether prescription or over the counter (including creams, cough syrups, inhalers not carried by permission, and allergy medication), **must** be handed directly to the school office by a parent or carer. Under **no** circumstances should medication be sent into school in a child's bag or lunchbox.

Why this is essential:

1. **Risk of Accidental Ingestion or Allergic Reaction by Other Children**
   Young children are naturally curious, and if medication is left in bags, coats, or classroom trays, it could easily be accessed by another child. Some children may be tempted to try it or share it, not understanding the dangers. This could lead to serious, even life-threatening, allergic reactions or overdoses, particularly if another child has an allergy or adverse reaction to the medication involved.
2. **Lack of Supervision and Correct Dosage**
   Without oversight from trained staff, there is no guarantee that medication will be taken at the correct time, in the correct dosage, or in the correct way. This not only reduces the effectiveness of the medication but could also lead to harmful side effects or missed treatment when it is most needed.
3. **Secure Storage Requirements**
   Medications need to be stored securely in accordance with health and safety regulations. The schools administrative office is equipped to store medications safely and appropriately, including refrigeration if necessary, and ensures only authorised staff can access them.
4. **Legal and Safeguarding Responsibilities**
   Schools have legal and safeguarding responsibilities under the Department for Education's guidance on "Supporting Pupils at School with Medical Conditions." Failing to follow these procedures could result

in serious legal consequences, particularly in the event of an emergency involving medication that was improperly stored or administered.

5. **Ensuring We Have the Right Information**
   When a parent or carer hands in medication directly to the office, we ensure that:
   - The appropriate forms are completed.
   - Dosage and timing are clearly recorded.
   - Staff are fully informed of any potential side effects or additional actions required.
   - Emergency contact information is updated and available.
6. **Staff Training and Accountability**
   Only designated staff who are trained in the safe administration of medicine are permitted to give medication to pupils. This process also ensures that records are kept of each dose given, which is crucial for monitoring and safety.

We understand that for many children, regular medication is a necessary part of daily life, and we are committed to supporting them in managing their health needs. However, we cannot do so safely or effectively without your cooperation.

What You Need to Do:

- **Always** bring medication directly to the school office in its original packaging, clearly labelled with the child's name and dosage instructions.
- Complete the Medication Consent Form, available at the office.
- Ensure the medication is in date and replaced as necessary.
- Inform the school immediately of any changes to your child's medication or health condition.
- Collect all medicine from the school office when it is no longer required.

We thank you for your attention to this very serious matter and for your continued support in helping us to keep every child in our care safe and well.

Yours sincerely

Mrs Cross