

November 2016

Dear Parent/Carer,

Medication at School

In line with updated legislation and best practice I am writing to let you know the school policy for students who require medication during the school day.

Marriotts School are supportive of all students who have a medical need requiring them to take medication during the day. To safeguard our students and ensure medication is taken accurately students are not allowed to carry any medication themselves, the only exception to this being asthma inhalers and EPI pens.

We are happy to hold medication on behalf of your child and administer this as required. This can be for either short term or long term medication. To enable us to do this we need:

- A completed form to give authority for a member of staff to administer medication to your child. This is available from the school office or on our website. Medication will not be administered unless this form is completed.
- Medication must be in its original packaging with prescribing information. We cannot accept medication taken out of its original packaging, e.g. a single blister strip cut from the packet. For short term medication this may mean medication being taken home and brought in on a daily basis, for longer term medication you could ask the doctor/pharmacy for 2 packs with prescribing information.
- Prescription medication must be clearly printed with the student's name, and include all of the prescribers instructions
- Non prescription medication will be held for a maximum of 3 days, or in accordance with the dosage instructions on the packet/bottle
- We will hold a maximum of 2 weeks supply of prescription medication.

Medication is kept in a locked cupboard/fridge and administered as per the instructions provided by parents/carers.

Please note that aspirin will not be held by the school for any student under the age of 16 unless prescribed for your child.

Should you have any queries regarding this please do not hesitate to contact me.

Yours sincerely,



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Office Manager



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