

# Brockington College

## Guidance for the Administrations of Medicines in school

We appreciate that sometimes it will be necessary for your child to take medication during the school day. It is **very important** that **ALL** medicines are stored and administered safely. Staff administering any medicines to your child will be expected to follow the following procedures.

### Parents / carers **must** provide the following information:

- The reason for the medicine (including any diagnosis)
- The amount to be taken (i.e. 1 tablet / 5 mls )
- Dosage (i.e. 500 mg-per tablet)
- Duration that the medicine should be taken (i.e. 7 days)
- Time for medication to be given (avoiding lesson times, unless medically essential)
- Expiry date and batch number on the medicine
- The original packaging / label (you may reduce the amount of tablets / liquid to keep at home)

### Please note we are unable to:

- Accept handwritten notes or incomplete consent forms
- Administer medication if unsafe to do so
- Store large amounts of medicine
- Administer medication if your child is unwilling to take it



### Pupils must:

- Present themselves to the first aid room to take their medicine, as instructed by parent /carers or a healthcare professional
- Not carry medicine around the school, unless they have a medical form instructing them to do so (pupils found in possession of medicines without the form will be asked to give this to the school Health Co-ordinator for safekeeping, until you are able to collect it).
- Not 'share' their medicine with other pupils

Please call if you have any questions about the administration of medicines:

**School Health Coordinator (s): Mrs Fran Childerhouse & Mr Simon Setchell**

**Contact details: 0116 286 3722 (extension 109)**