



St John's CE Primary School

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12 June 2015

Subject: Medication Policy

Name: **Miss Ann Other**

Class: **3B**

Dear Parents/Carers,

I am writing to let you know that we have updated our Administration of Medication policy. The full policy is available to read on the school website under 'Our School' and then 'Policies'. The policy intends to provide clarity for you and our staff on what they are and are not able to do.

Medicines should only be administered in school, by school staff, as a last resort and the policy suggests other possibilities such as a family member giving a dosage at lunch time or a dose before and after school. We will always try our best to work out a solution in the best interest of the child's health and well being.

Should you wish to make a request for school staff to administer medication, please enquire at the school office by telephone or in person. We will require your written permission- forms available at the school office. Non prescribed medication will only be administered in exceptional circumstances. Any medication bought into school must be given in and collected by an adult from the school office.

Should you have any queries on this matter, please feel free to speak to myself or a member of the office staff. Any child with a complex medical condition that requires ongoing medication would have a personalised plan.

Yours Sincerely

Mrs A Lane

Deputy Head Teacher