

Granville Academy



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR
Phone: (01283) 216765 Fax: (01283) 552934 E-mail: enquiries@granvilleacademy.co.uk
Principal: Mrs J Kingswood, B.Ed.(Hons), MA, NPQH

Dear Parents/Carers

I would like to explain our policy on administering medications. We will only issue prescribed medications in exceptional circumstances and we cannot administer any non-prescribed medications.

Prescribed medications that are to be taken three times a day need not be brought into the Academy. Anything that has to be taken more frequently can be brought to the Academy but must follow the strict guidelines laid down in the Academy's policy.

The container must be the original one, which identifies the medication, the dosage and the name of the student that it is prescribed for. Without all three of these, our First Aid staff will not issue any medication to students.

I realise this may be inconvenient but it is done to safeguard our students. The only exception to this policy will be inhalers and EpiPens, which can be brought into the Academy providing they are labelled with the student's name.

Please find attached a Medication in School form, which you should keep in case you need it at some point during the year. Further copies can be obtained by printing one from our website or by contacting the Welfare Assistant, Mrs Bennett

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mrs J Kingswood'.

Mrs J Kingswood
Principal

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Dear Parents/Carers

If you wish us to administer tablets/medicine based on the guidelines in the accompanying letter then please complete and sign this parental consent form and return it to the First Aid room along with the medication.

We are only able to keep one week's supply, maximum, in the Academy at a time and if there are any changes in the dosage/administration please inform the Welfare Assistant, Mrs Bennett.

Yours faithfully

Mrs J Kingswood
Principal

This information is needed to attach to your child's medication (in addition to the label on the bottle/box). Please retain this form for future use throughout this school year.

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Student's name:	Form Group:
Name of illness/condition:	
Name of medication:	
Quantity of medication sent into the Academy:	
Dosage to take and method e.g. by mouth, in each ear etc:	
Self-administered: YES / NO	
Timing (when to give):	
How long is the course:	
Date last dosage to be given in the Academy:	
Any other information:	
Tel No of Parent/Guardian contact:	
Parent/Guardian signature:	Date:
I accept that this is a service that the Academy is not obliged to undertake. I understand that I must notify the Academy in writing of any changes.	



MEDICATION IN THE ACADEMY

Students who are unwell should not be sent into the Academy. However, many students need to attend the Academy whilst taking prescribed medicines either because they are: -

- i) Suffering from chronic illness or allergy.
- ii) Recovering from a short term illness and are undergoing or completing a course of treatment using prescribed medicines.

Parents/Guardians and doctors should decide how best to meet each child's requirements. Carefully designed prescribing can sometimes reduce the need for medicines to be taken during Academy hours. To help avoid unnecessary taking of medicines at the Academy, parents/guardians should:

- i) Be aware that a three times daily dosage can usually be spaced evenly throughout the day and does not necessarily have to be taken at lunchtime.
- ii) Ask the family doctor if it is possible to adjust the medication to avoid school-time doses.

Where occasionally this cannot be arranged, parent/guardians are encouraged to note that if the student needs a dose of medicine at lunchtime, the student should return home for this, or the parent/guardian should come into the Academy to administer the medicine. If this is not possible, the recommended procedure for administration of medicines, which follows, should be adopted.

The LEA asks parents/guardians to note that this does not imply a duty on Headteachers or staff to administer medication. School staff, governors and parents are asked to note that participation in the administration of medicines in school is on a voluntary basis.

At Granville Academy we have adopted the following procedures:

INHALERS AND EPIPENS

All inhalers and EpiPens should be clearly labelled with name and form and should be carried by the students themselves at all times.

MEDICATION

1. Administration and Storage

The **Student** self-administers the medicine supervised by an adult. All medicines brought into the Academy **must** be handed in at morning registration for safe keeping to the First Aid room staff or to the School Office staff.

2. Written Instructions

All medicines that are to be administered in the Academy must be accompanied by written instructions from the parent and/or the GP.

3. Labelling of Medicines

On the few occasions when medicine has to be brought into the Academy only one week's dosage, maximum, should be brought in. Parents/guardians will need to ask the dispensing chemist to provide a suitable container, appropriately labelled, for taking a dose of medicine into the Academy.

The label should clearly state:

- i) Name of student.
- ii) Date of dispensing

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- iii) Dose and dose frequency (this may read “as directed” or “as before” if this is what is on the prescription. In this case the parental consent form must give clear instructions. If the matter is still not clear then the medicine will not be given until the parents clarify the problem).
- iv) Cautionary advice/special storage instructions.
- v) Name of the medicine.
- vi) Expiry date – where applicable.