UPLANDS JUNIOR SCHOOL

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Dear Parents

Following advice from the Wolverhampton NHS Trust document -Supporting pupils at school with medical conditions (December 2015) we have implemented a change of our policy for administering medicine to pupils in school.

Prescriptions by a Doctor

Must be:

- prescribed 4 times a day
- labelled with the instructions and child's name
- in the original container
- brought in by a parent and not a child
- consent form completed

Non-prescribed medicines

Must be:

- brought in by a parent and not a child
- consent form completed
- not left in school
- only used over a short period of time (unless child has a health care plan)

Parents MUST fill in the administration of prescribed medicine request form (attached and also available from the school office or on the school website) and signed by a parent before any medicine is administered.

Parents will be required to come to school to administer medicine/s not prescribed by a doctor themselves to their child.

Yours sincerely

S Webster-Smith

Mrs S Webster-Smith
Headteacher