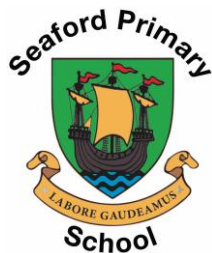


# Seaford Primary School



Headteacher: David Etherton  
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Artsmark  
Gold Award  
Awarded by Arts  
Council England



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Dear Parents and Carers

Legally, schools are not compelled to administer medication to children. Teaching staff are not allowed to keep or administer medication for children. The office staff can keep and administer prescribed medication and inhalers are kept within the child's year group, please be aware that it is your responsibility to keep us supplied with an unexpired inhaler. We can not be held wholly responsible if a dose is not administered or administered later than requested.

**Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so; we generally only administer antibiotics if they need to be given four times a day to ensure correct dosage spacing.**

No child under 16 should be given prescription or non-prescription medicines without their parents written consent.

Under certain circumstances our safe administration of medicine trained staff can administer other types of non-prescribed medication. With parental written consent we will administer non-prescription medication where it is deemed as essential to a child's health and wellbeing (with the exception of aspirin or aspirin containing medicines, unless they are prescribed by a doctor). Medication, e.g. for pain relief, will never be administered without first checking the age-appropriate dosage, maximum dosage and when the previous dose was taken. Parents will be informed by Medical Tracker when medication has been administered.

**Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours;**

We will only accept prescribed medicines, with written permission from parent/carer that are **in-date, labelled, provided in the original container (as dispensed by a pharmacist) and include instructions for administration, dosage and storage.** The exception to this is insulin which must be in-date, but will generally be available to schools inside an insulin pen or a pump, rather than its original container;

Medication should be delivered to and collected from the office by an adult at all times. Children should not be given any medication to keep on themselves or administer themselves. Medicine must be handed to Mrs. Sarah Mitchell, secretary, or Mrs. Chloe Ansell Business administrator as soon as the pupil arrives at school.

Please complete the form overleaf and return it to the office with the medication. Please do not hesitate to contact us if you have any concerns - all enquiries are dealt with in strictest confidence.

Thank you for your co-operation.



[www.seafordprimary.co.uk](http://www.seafordprimary.co.uk)

