
Bury St Edmunds All-Through Trust - Tollgate Campus

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Head of School: Miss H Brookman

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Friday 28th June, 2019

Dear Parents and Carers,

Medication in School

A review of medication and how often we administer medication has been carried out. The review showed that we have been receiving a lot of requests to administer a range of medication in school. A copy of our 'Medical conditions, Medicines in School and First Aid' Policy can be found on our school website. This policy has been written in line with the latest guidance from the government.

This policy lists the medication that staff are able to administer and under what circumstances. A summary of these can be found below:

- Life-saving medication e.g. inhalers, epi-pens
- Long term medication for a specific medical condition
- Medicines must be prescribed and have the pharmacist label on them stating the child's name and dose of medication
- School will administer other prescribed medication e.g. antibiotics, but only if they are required 4 times a day
- Pain relief such as paracetamol will be given for very short periods of time at the discretion of the Senior Leadership Team
- Parents must complete a 'Request to Administer Medication' form in order for school to administer any medication
- Medication should be given to the school office at the start of the day and collected at the end of each day

From Monday 1st July, the school will only administer medication that meets any of the criteria above.

Yours faithfully,

A handwritten signature in black ink that reads 'H Brookman'.

Miss H Brookman

Head of School