



Dear Parent/Carer

SUPPORTING PUPILS WITH MEDICAL NEEDS

The Authority has introduced a policy with regard to Supporting Pupils with Medical Needs which sets out clear guidelines for the administration of medicine to protect both staff and pupils.

Parents are responsible for supplying information about medicines which their child needs to take at school, and for letting the school know of any changes to the prescription of the support needed. The parent or doctor should provide written instructions as detailed in Form 1^{***}. **It should be noted that no medication can be administered by the school to a pupil under 16 without the parent's written consent.** It is important that parents be aware of the following points:

- Children who are feeling ill should not be sent to school.
- There is no legal duty which requires school staff to administer medication; this is a voluntary role. Therefore, whenever possible, arrangements should be made for prescribed medicine to be administered by the parent during school hours or to be prescribed in dose frequencies which enable it to be taken outside school hours. This will reduce the need for forms being completed timeously and also to avoid storage of medicines in schools.
- It is a parental responsibility to inform the school of their child's medical needs. It is important for the school to have sufficient information about a medical condition of any pupil with long term medical needs. The information will be shared with staff on a need to know basis, in the best interests of the child.
- It is good practice to allow pupils who can be trusted to do so to manage their own medication eg. Inhalers from a relatively early age. If pupils can take their medication themselves, staff may only need to supervise this or remind them.
The school's procedures with regard to the implementation of the Authority's policy will indicate whether pupils can carry and administer their own medication, bearing in mind the safety of other pupils and the security of the medication. Form 4^{***} of the policy should be completed by parents who wish their children to carry their own medication.

If you have any concerns regarding the above, please contact the Head Teacher.

*** If you require copies of Form 1 or Form 4 please ask the office.

Thank you for your co-operation.

Yours sincerely

Mrs B Milne
Head Teacher