



20th March 2024

Dear Parent/Carer

At Cleeve Park School we aim to support all students with medical conditions so they have full access to education, including physical activities and out of school visits.

As part of our overall strategy to safeguard and promote the welfare of all students we aim to ensure that students are able to manage their own well-being within a safe and controlled environment, in accordance with updated guidance related to the safe administration of medicines in school.

Please inform the main office if your child needs to take any medication in school.

If your child needs to take prescribed medication in school, please be aware that medicines must be:

- In-date
- Labelled with the individual's name
- Provided in the original container as dispensed by a pharmacist
- Include instructions for administration, dosage and storage.

The exception to this is insulin which must still be in date, but is dispensed in an insulin pen or pump rather than in the original container.

Medication will not be accepted if it is not in the original packaging, it is out of date or there are any written alterations made to prescription labels.

Medication must be provided in the correct doses for administration. Staff will not alter medication, e.g. by halving tablets.

Non-prescription medication will not be administered by school staff unless this forms part of a child's Individual Health Care Plan.

All medication, including over-the-counter medication accepted in school must be recorded on a School Medication Record and signed by the student's parent or carer.

Parents are responsible for ensuring that medicines held in school are replaced once they have run out or reached their expiry date.

Students who are able to take responsibility for managing their own medicines and procedures, which includes an understanding that medication carried by them must not be shared with other students, can do so after discussion with parent or carer and

www.cleevepark-tkat.org

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Headteacher: Mrs Alex O'Donnell
Company Registration Number: 7348231





Cleeve
Park
School

completion of a [Medication Consent Form](#). These students are permitted to carry a single dose of non-prescription medication for their personal use during the school day.

Students carrying emergency medicines, including inhalers, adrenaline pens and equipment needed to support diabetes, are responsible for ensuring that this is with them at all times, including during PE lessons and for off-site activities. The failure of a student to have their emergency medication with them, may result in them being withdrawn from the activity.

Yours sincerely

R Viscovich

Mrs Ruth Viscovich

Assistant Head Teacher/SENDCo

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