



Dear Parents/Carers

From this September new government regulations have come into effect regarding medicines in school.

The Governing Body will review the school's administering of medicine policy at their meeting this month and a copy will then be available. You will be able to obtain this on the school's website or from the school office.

Medicines should only be administered in school if a child has a diagnosed long term medical condition, however this can only be done once staff have the appropriate training. It is important, therefore, if there are any changes to your child's health that school is informed as soon as possible so your child is able to fully participate in the school day. This is important because staff will not be able to administer medicines until they have received training, and this may mean you have to make arrangements to come to school to administer the medicine yourself or keep your child at home longer than is really necessary. If your child is prescribed medicine, such as antibiotics, by their GP then three daily doses should be administered before school, after school and in the evening – there is no need for these medicines to be brought into school. If the GP prescribes 4 daily doses please request that this is adjusted to 3 doses and if this is not possible please ensure that your child is well enough to be at school. **Only in exceptional circumstances will medicines be administered by school staff.**

Again **only in exceptional circumstances** will non-prescribed medicines be administered in school, wherever possible the dosage must be administered outside of the school day. To administer medicine in school requires two members of staff, I cannot direct my staff to administer medicine, they must volunteer to do so, therefore I will not always be able to guarantee that medicines can be administered and you may be asked to make alternative arrangements.

The new government guidance makes it stated that the administration of medicine is not a service the school is obliged to provide, though here at Newton Regis we will always try to help whenever we can.

ALL MEDICINE ADMINISTERED IN SCHOOL WILL ONLY BE DONE SO WITH THE SIGNED AUTHORITY OF A PARENT OR CARER.

Samantha Dennis
Headteacher