



Information for Parents on the Administering of Medicines at Ashgate School

At Ashgate School we are committed to working in partnership with parents and health service colleagues to ensure that pupils who require medication in school or have ongoing medical needs receive appropriate support in a safe and secure environment which allows them to maintain regular attendance and continue to make progress with their learning.

Medicine should only be taken in school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day. As a general rule, where medication is to be taken three times a day, it should be given before school, after school and before bed.

The only medicines that can be administered at school are:

- Medicines prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber (prescription medicines).
- Non-prescription medicines included in a child or young person's Health Care Plan and agreed by a health professional and the Headteacher.

A request to Administer Medicines Form must be completed before any medicines can be administered within school. A copy of the form can be downloaded from the school website.

All medicines must be provided in their original container and labelled as dispensed by a pharmacist and include prescriber's instructions for administration/dosage and include:

- Name of child
- Show full name of medicine
- Dosage & frequency
- Duration of course of treatment (if applicable).
- Date prescribed and expiry date
- Specific directions for the administration (for example , does your child take the medicine from a spoon or syringe or via their gastrostomy tube)

All medication must be handed in to the school office when you bring your child to school.

Any medicines that are unused, expired or no longer clearly labelled will be returned to parents/ carers for safe disposal.

All medication will be sent home at the end of every term

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Off-site visits/residential

Before any off-site visit or residential trip, staff will carry out a risk assessment and make arrangements for the administration, storage and transportation of medication. If you have any concerns regarding any trip, please do not hesitate to contact a member of staff to discuss your concerns.

Respite over night stays

Any medication which is being sent with a child to school for use at respite, must be in a bag locked with a combination lock (not one that can be opened with a key). The combination should only be known by home and the respite centre.

The school has a detailed policy on Supporting Pupils with Medical Needs in School which includes information regarding the giving of medication. If you would like any further information or would like to speak to a member of the staff team about your child's medical needs please contact the school office on 0161 219 6642 to make an appointment.