



Park Grove Primary School
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Charity Registration no. 1127874

Headteacher
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Empowering Children through Creative Learning

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Medicines in school: A parents' Guide

A copy of our full Administering Medicines in School policy is available on the school website and on request from the school office. This is a summary for parents.

- Medication will not be accepted without complete, written and signed instructions from the parent/ carer. Forms are available from the school office.
- Medicines should only be brought into school where essential, i.e. where it would be detrimental to your child's health if the medicine were not administered during the school day.
- Medicines must be handed to the school office in the containers in which they were supplied and should be clearly labelled with:
 - The child's name
 - The name of the medicine
 - The dosage and frequency
 - The date of dispensing
 - Storage instructions
 - The expiry date
- The school can only follow the instructions on the bottle/packet. Changes to the dosage will only be made with instruction from a doctor.
- Unused medicine must be collected and taken home.

Other ways in which you can support the school in this area are:

- Make sure that your child is fit and well enough to attend school.
- Provide full details, in writing, of any health problems your child might have. Keep the school informed of any changes.
- Provide full written details of any special religious and /or cultural beliefs which may affect any medical care that your child receives, particularly in the event of an emergency.
- Ensure that the school has a telephone number where you can be contacted in an emergency.

Kind regards

Miss Jo Sawyer
Headteacher