

Dear Parent or Carer

In light of new information received, we have reviewed our handling of medication within our school concerning the storage of, and giving of, any medication to children by members of our staff.

The storage of, and administration of, medication is covered by a variety of legislation, including:

- The Health & Safety at Work Act
- The Children's Act
- The Misuse of Drugs Act
- The Misuse of Drugs (Safe Custody) Regulations
- The Children & Families Act
- The Human Medicines Regulations
- Control of Substances Hazardous to Health (COSHH) Regulations

It is our primary objective to eliminate, as far as possible, the storage of and administration of medication in our school, unless it is essential and cannot be reasonably adjusted to fit with out of school hours.

The benefits of our reduction in the storage of and handling of medication benefit both your child and our staff from breaching legal requirements.

Where a parent/appropriate adult requests that we store and administer antibiotics to their child we will initially query the need for this storage and administration by the school. We seek the participation of parents/appropriate adults to ask the prescribing doctor if this medication can be administered 3 times per day outside of school hours to comply with our medication policy.

Only where the medical practitioner confirms **in writing** that this medication cannot be adjusted for outside of school hours, without causing a potential detriment to the child, will we consider the storage and administration of the medication.

This does not affect children who currently have a care plan in place.

We appreciate your cooperation in this matter for safeguarding both your child and our staff.

Yours sincerely

Mrs Ormond
Headteacher