



PensMeadowSchool

Living, Growing, Learning

17th July 2017

Dear Parents / Carers,

We have recently reviewed our medication procedures and have made changes to reduce risks we have identified and to keep all our pupils safe.

The changes affect how medication is transported between home and school.

The new procedures are outlined on the back of this letter. These will be in place from 1st September 2017.

Medication will not be accepted into school if the procedures are not followed.

If you would like further clarification, please contact school to discuss.

Thank you

Marie Hunter
Headteacher

Protocol for Safe Transportation of Medication between home and school

- Medication should always be provided in the original container, as dispensed by a pharmacist and include the name of the child and the prescriber's instructions for dosage and administration. Medicines should clearly show the expiry date. School will not accept medication that have been taken out of the container, nor make changes to dosages on parental instruction.
- Wherever possible, the medication should be brought into school by a parent / carer and handed directly to a member of staff or the school nurse
- If medication is sent into school via transport, it **must**:
 - be transported in a locked bag
 - the bag (suggest insulated lunch bag) must be secured with a combination padlock
 - the combination should be given to school via home - school diary or phone call.
 - the combination of the lock should not be shared with transport staff
 - the bag should be clearly labelled, with child's name and indicate that it holds medication
 - the bag containing the medication must be handed by the parent / carer to the transport escort
 - medication must not be placed in a child's bag
 - on arrival to school, the escort must hand the locked medication bag to a member of school staff who will then assume responsibility for opening, checking, and storing medication
 - once medication has been checked and stored safely, the bag will be returned home.
- When a pupil is in respite, the same procedure should be followed. However, school staff will not open or check the medication. The combination for the lock should only be shared between parent / carer and the respite provider.
- If a pupil is prescribed short term medication, where possible the parent / carer should bring this into school. If this is not possible, parents must call school and speak to the school nurse or member of the leadership team to make arrangements for the transportation and administration of this medication.