



April 2020

Dear Parent/Carer

I am writing to inform and update you on the procedures surrounding Grange Park staff administering medication to your child.

Medication that has been prescribed by a doctor must be sent in to school in its original box and full packaging, we cannot accept cut strips of tablets. The box should have the doctor's label displayed, showing your child's name and the dosage of medication that they need to be given. If this information is missing; Grange Park staff will be unable to administer the medication.

This is also the case for any short term or temporary medication that may be prescribed throughout the year. Once this medication has been sent in, we will be able to administer on this day only, provided that the prescription label is visible. You will receive a consent form for the medication home in your child's contact book on the same day. It is essential that we receive this back into school the next day as this means we can continue to administer the medication for the prescribed duration.

Grange Park staff are not allowed to administer any non-prescription medication without a signed letter of authorisation from your child's doctor permitting us to do this. This includes paracetamol, cough syrup etc. If these medications are sent in to school and we do not hold a doctor's letter for your child, then we will be unable to administer this and the medication will be sent home with your child's taxi driver the same day.

These rules allow us to safeguard both pupils/students and staff at Grange Park School, and as always, we appreciate your understanding and cooperation with this matter.

Yours sincerely

Renukah Atwell  
Headteacher

