



Elemore Hall School  
Pittington, Durham. DH6 1QD

Tel: 0191 372 0275  
Fax: 0191 372 1529  
e-mail: [elemore@durhamlearning.net](mailto:elemore@durhamlearning.net)  
Website: [www.elemorehallschool.com](http://www.elemorehallschool.com)

## Elemore Hall School

Headteacher: Richard Royle

Dear Parent/Carer

### Medication in school

This letter is to explain our procedures for administering medications in school and to share with you some updates to our methods of working.

The school is expected to comply with guidance contained within a number of statutory and non-statutory documents with regard to medication. The expectations are particularly strict for any medication identified as a Controlled Drug – this includes ALL medicines prescribed for ADHD plus a range of other medications.

### Getting the medication to school

There are three possible methods of getting medication into school that we will accept

1. You, as the parent or carer, should deliver medication to the school in person.

Before we accept the medication, it will be checked to ensure that it matches and conforms with packaging and labelling guidelines (listed below).

You will be given a receipt for the medication if it is taken into school stock for your child.

2. You may nominate another responsible adult to deliver medication to the school on your behalf. This would be an arrangement negotiated between you and that adult. However we ask that you telephone the school regarding any delivery to be made on your behalf on the day it is to occur. You will need to tell us:- who is delivering and the type and amount of medication being delivered. The medication will be checked on arrival and a receipt issued. The amount and type of medication received must match the amount and type discussed in the telephone call.
3. You could, by private agreement, ask your child's taxi driver or escort to bring the medication into school. If you do this we prefer to use a locked box system.

The school will provide you with a key to a lockable metal box, the school holds the other key. You will place the medication into the metal box with a completed form giving details of exactly what you are sending in to school. The box should then be locked and passed to the taxi driver/escort who will in turn hand it in to the school. You let the school know that medication is on it's way to school. We will use our key to unlock the box and acknowledge receipt.

**Medication MUST NOT, under any circumstances, be brought into school by a pupil.**

**Medication will only be accepted if it is in the original packaging that clearly states the pupil's name, type of medication, dose, when it should be taken, date issued and expiry date of medication. Packets need not be full but if the medication is in blister packs, the**

**whole strip must be provided (even if there are pills missing as this identifies the batch number and expiry date that we need to match with the packaging).**

**Medication that is not in it's original packaging and/or with any of the information listed above missing will not be accepted into school.**

### **Excess medication**

If any of the medication/medicines held in school is no longer required for use in school, then you will be contacted and asked to collect it from school. We will give you a receipt acknowledging this transfer. If you are unable to collect or the medication is no longer used then the school will deliver the remaining items to the local pharmacy where they will be safely disposed of. The pharmacy will issue the school with a receipt and stamp our record books.

### **Ensuring that the school has medication**

If your child has been prescribed a medication it is your responsibility to make sure that they follow the regime laid down by the Doctor, Nurse Practitioner, Psychiatrist, etc. We expect parents/carers to ensure that we have sufficient medication in school to be able to administer it to their child. If we know a child should be receiving medication but we do not have any stocks in school then we may, on occasion, send that pupil home until our stocks are replenished – we consider this to be a safeguarding issue, ie. If a medical practitioner had decided that a child needs certain medication for a health reason, then it is essential that those medications are available so that the child's health can benefit.

### **Changes to medication**

If the medication regime for your child changes it is essential that you let the school know. You will need to complete and return a revised version of the Parental Agreement to Administer Medication form.

If you have any questions about the above information, please contact either Stewart Forster (Medication Lead) or myself at the school to discuss.

Please can you complete and return the attached forms either by hand to school reception or by email to [elemore@durhamlearning.net](mailto:elemore@durhamlearning.net) . We will not administer medication unless we have a signed agreement from parents/carers. If you would like to use the locked box system please let the school know. Thankyou

Yours

*Richard Royle*

Richard Royle  
Headteacher

Enclosed:-

Administration of Medication agreement form

'Homely' remedies and first aid form