

MEDICATION LEFT AT SCHOOL

Changes to Chatham Grammar's Medicines Policy

In accordance with guidelines set by the Department for Education and Skills and the Department of Health we have reviewed and amended our Medicines Policy. These amendments will come into effect from 1 September 2012.

Chatham Grammar will take responsibility for the administration of medicines during school time having taken due consideration of Government guidelines.

Administration of Prescribed Medication

All requests for prescribed medicine to be administered must come from a parent/carer in writing on the school's Request to Administer Medication Form, and each request will be considered on an individual basis.

The medication must be in its original packaging (including box and instructions) as prescribed by the doctor and dispensed by a chemist with the child's name and instructions for administration clearly printed on the label. All medication will be kept under the control of the school administration office unless other arrangements are made with the parent.

Administration of Non-Prescribed Medication

The school will not allow, in any circumstances, the administration of non-prescription medicines in school unless the school has a written request from a parent/carer. Non-prescription medicines may be provided by the parent for the school to administer when deemed necessary – but only when a Request to Administer non-prescribed Medicine Form is completed.

The medication must be in its original packaging (including box and instructions) and the school will not make changes to dosages on parental instructions. All medication will be kept under the control of the school administration office.

Forms are available from our website and reception.