

York High School

Medicines in Schools: A Parent's Guide

A copy of the Administration of Medicines Policy, which outlines York High School's practices and procedures relating to administering medicines, is available on request.

This information aims to inform you of your responsibilities with regard to supporting this policy in school.

- **Medication will not be accepted without complete written and signed instructions from the parent/carer.**
- Medicines should only be brought into school or settings when essential, i.e. where it would be detrimental to your child's health if the medicine were not administered during the school or setting day.
- Medicines must be handed to a responsible member of staff in the containers in which they were supplied. Only a reasonable amount of medicine should be handed in at any one time.
- Medicine containers should be clearly labelled with:
 - the child's name,
 - the name of medicine,
 - dosage and frequency
 - date of dispensing
 - storage instructions
 - and expiry date
- School will not accept unlabelled items of medication.
- School can only follow the instructions on the bottle/packet. Changes to dosage can only be made in accordance with instructions on the dispensed container **or** written instruction from a doctor.
- Unused medicine must be collected and taken home when requested.

Other ways in which you can support school are:

- Make sure your child is fit and well enough to attend school.
- Provide full details, in writing, of any health problems he/she may have. Keep the school informed of any changes.
- Provide full written details of any special religious and / or cultural beliefs which may affect any medical care that the child receives, particularly in the event of an emergency.
- All information should be provided as soon as possible, to allow the school sufficient opportunity to plan and prepare how they can meet your child's needs.
- Make every effort to attend meetings requested by the school and cooperate in drawing up the Individual Health Care Plan (if applicable).
- Ensure the school has a telephone number where you can be contacted in emergency. Have you changed your mobile phone?

Thank you in anticipation for noting your responsibilities and helping us maintain the health and safety of all pupils in our care.