

Dear parents/carers,

As from the 26.4.22 in order to keep us safer and enhance existing safety measures around the administration of medication, we are implementing a new process following pharmaceutical guidance.

Any medication sent into school must have a labelled box with the student's name, drug and dose and how often to give it. We also have noticed more medication coming into school that has different batch numbers and expiry dates on the box to the medication sleeve, both the Batch number and the expiry date must match on the sleeves and packaging. We ask that all medication is checked before sent in to school and the information corresponds.

We have liaised with a local chemist to the school who has agreed that all student's prescriptions for medications can be sent to them electronically from the GP and collected by school staff and booked into our own school medication safes. For this to happen the school Nurse and care team will need to contact all GP surgeries for them to send the prescriptions to our local pharmacy.

Once collected, any medication that is needed to be brought into school or back home will be booked back out and, handed to the taxi driver/escort, parents/carers. A form will be completed, and the driver/escort, parents/carers will sign to say they have received the medication.

We appreciate initially there may be a few issues , if there are any concerns I work Monday -Friday until 3 pm if clarity or confirmation is needed.

Thank you for your help and support.

Sara Hill