



## **Parent procedures for sending in medication**

When sending your child in with medication, please ensure it complies with the following:

<b>Prescription Medication</b> <i>(medication prescribed to your child for routine use)</i>	<ul style="list-style-type: none"><li>• In original box/packaging</li><li>• Complete prescription label attached to the box/bottle containing; name, dose, route, time</li><li>• If the medication is 'when required' a letter from the prescriber/ a medical professional detailing under what circumstances &amp; when the medication should be administered.</li></ul> <p><u>Email to Deputy Head and Mollie Battie including;</u></p> <ul style="list-style-type: none"><li>- Intent to send in medication</li><li>- Purpose of the medication</li><li>- That your child has taken the medication before</li><li>- Any medications taken prior to the change</li></ul>
<b>Short Course medication</b> <i>(medication for use over a short period of time e.g an antibiotic)</i>	<ul style="list-style-type: none"><li>• In original box/packaging</li><li>• Complete prescription label attached to the box/bottle containing; name, dose, route, time</li></ul> <p><u>Email to Deputy Head and Mollie Battie including;</u></p> <ul style="list-style-type: none"><li>- Intent to send in medication</li><li>- Purpose of the medication</li><li>- Start and end date of course</li><li>- Details of any doses administered at home</li><li>- Whether the medication is to go home or stay at school</li><li>- Confirmation your daughter has had the medication before i.e. the first dose of the course is not at school.</li></ul>
<b>Other medication</b> <i>(non prescribed medication being taken by your child e.g. over the counter antihistamines)</i>	<ul style="list-style-type: none"><li>• In original box/packaging</li></ul> <p><u>Email to Deputy Head and Mollie Battie including;</u></p> <ul style="list-style-type: none"><li>- Intent to send in medication</li><li>- Medication purpose</li><li>- Dose and time</li><li>- Any relevant documents from medical professionals</li><li>- That your child has taken the medication before</li></ul>

### **Please note:**

- We will keep medication on site unless instructed otherwise.
- We are unable to give missed doses. E.g. if your child is meant to take a routine or short course medication at home in the morning and this is missed, she will have to wait until the next dose for us to administer.
- We can only administer following directions detailed on the prescription label, regardless of what is usually done at home. The exception to this is where there is written confirmation from the prescriber/medical professional dictating a change.
- All students have a right to decline their medication, and although we can educate we cannot force it to be taken. We will inform you should this happen.
- All medication is administered by staff trained in medication administration and handling, who have also undergone in-house observations and training.

**Should you have any further questions or queries regarding medication please contact Mollie Battie on 01883 713928 ex 109 or email [miss.battie@limpsfield-grange.surrey.sch.uk](mailto:miss.battie@limpsfield-grange.surrey.sch.uk), ensuring you cc in Emma Phillips [deputy@limpsfield-grange.surrey.sch.uk](mailto:deputy@limpsfield-grange.surrey.sch.uk)**