



WEST SUSSEX COUNTY COUNCIL

**IMBERHORNE SCHOOL**

Headteacher: Mr Lee Walker

**Compassion**

**Achievement**

**Respect**

**Endeavour**

*The cornerstones of our  
learning community*

Dear Parent(s)/Carer(s)

### **Medication in School and Whilst on School Trips**

We write with guidance issued in 2005 and introduced by the Government regarding medication in school. If your son/daughter is on **any** regular medication, even if this is administered at home, the school should be informed.

Prescription items from your doctor or a hospital may be sent into school in correctly marked packaging and will be administered according to the instructions on the labelling. If your child needs to take medication whilst at school, please complete the 'Parental Agreement to Administer Medication' form which may be downloaded from the 'Parents' section of our school website. Please note, medicines that are to be taken three times during the day should remain at home.

If your son/daughter is asthmatic please ensure that spare inhalers, clearly marked with their name and expiry date are handed in to the Welfare staff.

Please also be aware that Welfare staff are not allowed to administer any medication without your permission.

Certain non-prescription items such as pain relief and hay fever medication, may be brought into school but are to be kept in the school medical room along with a completed 'Medication in School' form. Any homeopathic or herbal remedy that states for over 18 years old must be prescribed by a recognised practitioner.

We would also request that you ensure that your son/daughter is fully aware that they are not to keep these drugs on their person whilst in school and **never** give a friend their medication.

Any medication given at school will be recorded showing the date and time that medication is administered.

If you have any queries about medication in school, please do not hesitate to contact us.

Yours faithfully

Mr L Walker  
Headteacher



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