



Aylsham High School

Part of the Aylsham Learning Federation
It takes a Whole Community to Educate a Child

June 2020

Dear Parent/Carer

GUIDELINES REGARDING MEDICATION IN SCHOOL

Prescribed medicines

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine was not administered during the school day.

- In order for us to have a full picture and ensure we are aware of the needs of all our students we would very much appreciate if you could communicate to us if your child is taking controlled medication at home for any reason eg for ADD/ADHD. Please advise me, as medical needs officer, either by telephone or by email medical@aylshamhigh.norfolk.sch.uk of your child's name, indicating that they are a new intake student. A form will be then be sent out to you for completion and return prior to your child starting at Aylsham High School.
- Most children will at some time have short-term medical needs. Students should not carry any form of medication around school. If your child requires to take, for example, antibiotics we will oversee the administering of this medication and store for safe-keeping. To enable us to do this, the parent/carers must complete an administer medicine form, please see following page, (this form can also be downloaded from our website, in the letters home section). Please return the completed form along with the medication to reception where I, as medical needs officer, will be called to meet you. I can be contacted by email at medical@aylshamhigh.norfolk.sch.uk Staff are unable to dispense any medication without parental written consent.

The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage.

If you have any queries, please do not hesitate to contact me via email.

Yours sincerely

Lauren Wiseman
Medical Needs Officer



Executive Headteacher: Mr D Spalding B.A. (Hons) M.Ed. (Cantab)

Deputy Headteachers: Mr C Bridge B.Sc. (Hons), Mr P Brockington B.Sc. (Hons) M.A., Mrs K Garnham B.A. (Hons) M.A.

Director of Business and Community Strategy: Mrs J Tuttle Finance Director: Mrs T Colman



AYLSHAM HIGH SCHOOL

Parental consent form for administration of medicine

This form must be completed **in full** and **signed** by the student's parent/carer.

Any medication to be administered must have been administered previously by the parent/carer to minimise the risk of adverse or allergic reaction to any new medication. All medication must be stored in its original container and should be clearly labelled with the student's name.

Student name:	
Date of birth:	
Year/tutor group:	
Medical condition/illness:	
Name of medicine: (as described on container):	
Is the medicine prescribed?	Yes/No
Dosage and method:	
Timing(s):	
Duration of course:	
Special precautions:	
Are there any side effects that you know of?	
CONTACT DETAILS:	
Parent/Carer name (please print):	
Telephone number:	
Relationship to child:	
Parent/Carer signature: I confirm that I am happy for the medicine detailed on this form to be administered in school and I can confirm that this medicine has been administered previously and that there were no adverse or allergic reactions.	
Date:	

FOR OFFICE USE ONLY:

Storage Location:	Medical room		Fridge		Other (please specify)	
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