



Charnock Hall Primary Academy

A L.E.A.D. Academy

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Headteacher: Mr P M Burgess - NPQH

Wednesday 31st January 2024

PUPIL MEDICATION AT CHPA

Dear Parent/Carer,

After speaking with the Admin team and CHPA Leaders, I thought it an appropriate time to write an update and reminder to you in regards to child health and the administration of medicines at CHPA.

The prime responsibility for a child's health lies with the parent/carer who is responsible for a child's medication. As parents/carers it is imperative that you provide CHPA with sufficient and up-to-date information about your child's medical needs.

As a parent/carer, you must ensure there is sufficient quantities of medication, that the medication is in date and you must replace the supply of medication at the request of CHPA/health professional.

At CHPA, we only administer prescribed medication, unless there is a specific exceptional reason and where more than 3 doses are required per day. In this case, this must be discussed with myself and then I will make a judgement based on all evidence /factors presented.

Prescribed medication should be provided in an original container with the following, clearly shown on the label:

- Child's name, date of birth;
- Name and strength of medication;
- Dose;
- Expiry dates;
- Dispensing date/Pharmacists details.

Prescribed medication should be brought into CHPA via the main office as the Admin Team will work with you to complete a Medication Form, which they will then keep this safe and ensure any medication is correctly administered in line with the prescription instructions.

Under no circumstances should medication be brought in by pupils and kept by them as this creates a risk to them and other people. If medication is discovered in the possession of a pupil, for their own safety, this will be confiscated from them and returned to you via collection from the main office.

As part of daily practice, we do not check pupils bags and in the event that medication is brought in by them, we cannot be held responsible for it as correct procedures have not been followed. Such action could also put the health and safety of other pupils at risk.

If you have any questions relating to this matter, please do not hesitate to contact me.

Regards

Mr P M Burgess

Headteacher