



PEMBROKE
A PRIORY ACADEMY

Dear Parent/Carer

Important: Medication Administration and Medical Care Plans

I hope this letter finds you well. As we prepare for the school year, I wanted to address some important matters regarding the administration of medication and the completion of a medical care plan for your child.

Medication Administration - If your child requires medication to be administered during school hours, we need the following:

- 1. Medication Administering Form** - This form must be completed and signed by you. It outlines the specific Medical Condition, medication, dosage, and administration times. This form is crucial for ensuring the safe and accurate administration of medication to your child. This must be completed for any medication you wish to be administered to your child. Students are not permitted to have any medication on themselves other than an EpiPen (if required) or a Salbutamol Inhaler.
- 2. Labelled Medication** - All medications must be provided in their original, labelled containers/packaging. Prescription medications should have the pharmacy label attached, and all over-the-counter medications should be in their original packaging and clearly labelled with your child's name and Date of Birth. **Unfortunately, we will be unable to accept medication without the original packaging.**

Medication left at the end of the Academic Year –

In Line with our school policy we will return home any unused medication, via the named student to avoid unnecessary wastage of medication. If you do not wish for this to happen you can collect said medication from school at the end of the Academic year. Any medication not returned or collected will be given to the local Pharmacy.

Individual Medical Care Plan

In conjunction with guidance from the Department for Education and The Priory Federation of Academies Trust's Medical Treatment Policy, the Academy has a duty of care to all students, including those with medical conditions.

Therefore, we are asking all parents/carers of students with **COMPLEX HEALTH NEEDS** to assist us by completing an Individual Medical Care Plan. Please complete the plan enclosed and return it to school. If you would prefer to meet your child's Inclusion Officer to complete the Individual Medical Care Plan or if you have any questions then please contact them on 01522 751040.

Your child's completed Medical Care Plan will store details about their medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help Academy staff to better understand your child's medical condition and will ensure we support them appropriately.

It is a Parent/Carer responsibility to inform the Academy if there are any changes to your child's medical condition. This includes any changes to how much medication they need to take and when they need to take it.

Kind regards

Headteacher: Mrs H Spoors

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The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

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