



Tuesday 16 January 2018

Dear Parent/Carer

Prescribed Medication and Over the Counter Medications

Medication can be administered at school when absolutely necessary. Parents are urged to give medication at home and on a schedule other than school hours. If medication must be given during school hours, it is a policy of Concordia Academy that:

1. Medication must be prescribed by a GP/Dentist and permission is granted to the school to contact the GP/dentist if necessary.
2. Medication must be handed to the school office in the original pharmacy container with the appropriate label intact.
3. Any changes in the type of medication, dosage and/or time of administration should be accompanied by a new parent's permission signature and instructions.
4. Non-prescription medication will not be administered unless it is exceptional circumstances. This would still need to be indicated in writing, signed and dated by the parent and brought to the school in its original container by the student's parent/guardian. All medication must be kept in the office.
5. The parent/guardian must sign the attached form, granting the school permission to administer any and all medication. A new form should be completed for each medication.
6. Students who have a medical condition which requires self-administration of a medication must have a signed authorisation form filed in the office. Under very few circumstances will this be found acceptable.

Copies of the attached form can be obtained from the school office or downloaded from our website.

Yours sincerely

Raheel Akhtar

Headteacher

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