



Bishop's Hatfield Girls' School

Co-Headteachers: Ms T Nickson BEd (Hons), MA, NPQH, FCCT

Mr A Wood BA (Oxon), PGCE, MBA, NPQH

Woods Avenue, Hatfield, Herts AL10 8NL T: 01707 275331

Email: admin@bishophatfield.herts.sch.uk Website: www.bishophatfield.herts.sch.uk

BHGS is a company limited by guarantee Company number: 07831507 Charity number: EW01517



26th September 2018

Dear Parents/Carers,

We would like to draw to your attention to our minor change of protocol and process for non-prescribed and prescribed medication in school.

Non-prescribed medication will not be held or administered by school staff.

It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines.

If your child needs to take pain relief tablets (e.g. paracetamol) please encourage them to only carry one or two tablets to self administer. When taking tablets pupils should be encouraged to carry a water bottle or use one of the water fountains located around the school. Please do not send your child to school with a whole packet of tablets as this could pose a risk.

Hay fever sufferers should take a 24-hour medication such as Piriteze which can be taken at home rather than a regular dosage medicine such as Piriton.

Prescribed medication

If your child is prescribed a medicine to be taken three times a day, it should be taken in the morning before school, after school and at bedtime unless contrary to written instructions from the prescribing pharmacist. This will avoid the need to bring medication into school.

If prescribed medication does need to be brought into school, it must be in its original container as dispensed by a pharmacist in accordance with the prescriber's instructions. It is the parents'/carers' responsibility to ensure that date-expired medicines are returned to a pharmacy for safe disposal and to ensure that a replacement is supplied. Once the treatment is to end, the parent/carer must collect any remaining medication.

Information relating to medication (prescribed and non-prescribed) on overnight trips will be provided by the trip leader.

Prescribed medication will only be accepted in its original container and with a completed Parental Agreement form.

Please collect a Parental Agreement form from Reception as and when required. This will also be available on our new school website in the near future.

Yours sincerely,

Mr A. Dudley
Deputy Headteacher