

Daubeney Middle School

Administering of Medicines at School

Parental Responsibility:

In cases where a child suffers from a chronic illness or a long-term sickness, when the child is admitted to the school parents must inform the school office of all medicines to be given at school by completing a school medicine record form/indemnity form. If a pupil is to be given more than one medicine in school then a separate medicine record form should be completed for each. Parents/carers should deliver the medicine to the school personally - they should not send it in with the child. Staff can then ensure that the school medicine record form/indemnity form is completed correctly.

UNDER NO CIRCUMSTANCES MAY MEDICINES BE ADMINISTERED UNLESS A COMPLETED SCHOOL MEDICINE RECORD FORM HAS BEEN RECEIVED.

Parents/carers should provide the medicine to the school in the original container from the chemist and it should be clearly labelled with:-

- Child's name
- Tutor group
- Name of medicine
- Strength of medicine if appropriate
- Dosage
- When to be given
- Expiry date if available
- Any other instructions

Parents should notify the school in writing of any changes in medicines. Parents/carers should make suitable arrangements to replenish the supply of medicines if and when necessary. Parents/carers are responsible for the disposal of any medicines no longer required or which are out of date. Any such medicines should be returned to the parents in person.

Medication should only be brought into school when absolutely necessary. Parents should be encouraged to request, where possible, that medication be prescribed in dose frequencies which enable it to be taken outside school hours.

School Meals

These are cooked on the school premises and served on a cafeteria system with a choice for both courses. The order of dining rotates weekly. Dinner money is collected by Eden Foodservice catering staff. Payment can be made daily, weekly or monthly in advance. Cheques should be made payable to 'Eden Foodservice'. Pupils may bring a packed lunch, which must be eaten in the dining hall. Break-time snacks are available to pupils who wish to buy one. Pupils will not be allowed to leave the school during the dinner break unless they bring a note named, signed and dated by the parent or carer. This is to ensure that your child is under our care and supervision throughout the day.

School Shop

Children should come into school with the necessary pens, pencils, rulers, coloured pencils, a set of mathematical instruments and a suitable sturdy bag in which to carry these items as well as any books required. The school shop has a number of items for sale and pupils can come to the school office at break time to make purchases.