

September 2018

Pre-Prep & Junior School  
(including EYFS) Medication Policy



The New Beacon  
Brittains Lane  
Sevenoaks  
Kent TN13 2PB

**The New Beacon  
Pre-Prep (including EYFS) & Junior School  
Medication Policy**

- Any Medication needing to be administered in school should be handed directly to Matron by the Parent. NO BOY SHOULD CARRY MEDICATION IN SCHOOL UNLESS HE NEEDS AN INHALER OR EPIPEN.
- It should be in its original packet or bottle and should be clearly labelled with the boy's name along with an accompanying letter clearly stating the timing and dosage of medication. If it is Prescribed Medication then the prescribing label should be clearly attached, no prescribed Medication can be accepted without its proper label.
- If the medication arrives with no covering letter, parents will be asked to fill in a form giving consent. (see attached)
- If the medication is to be administered for a short duration, parents should collect the medication again from Matron at the end of each school day for the duration of days the child needs to take it.
- If the medication is for the long term, Matron will keep it safely stored in the Dispensary
- All inhalers and Epipens are kept in clearly marked boxes with photos with as much detail as possible. Parents/Carers of boys in Pre-Prep, including EYFS and Junior School are asked to provide one inhaler to be kept in the medical room and another to be kept in the boy's classroom, so that it can be administered in an emergency. Inhalers will be returned to Parents/Carers at the end of each school term to ensure the date remains valid.
- To prevent illness spreading within school, parents should keep sick boys at home for at least 48 hours. If he has sickness or Diarrhoea then he should be kept off school for at least 48 hours after the last bout of sickness or Diarrhoea.

**CHANGE OF MEDICATION/NEW MEDICATION**

- Parents/carers must contact the school should there be a change in a boy's medication arrangements or if new medication has been prescribed.

Mrs Christina Alteirac  
Head of Pre-Prep & Junior School  
September 2018  
To be reviewed September 2019