

Our Ref: KMcC/CM  
Your Ref:  
Contact:  
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Date: August, 2023



**Head Teacher**  
Mr K McConnachie

**Brannock High School**  
Loanhead Road  
Newarthill  
Motherwell  
ML1 5AU

TO: All Parents

Dear Parent

### **ADMINISTRATION OF MEDICINES TO PUPILS**

The administration of prescribed medicines is a matter within the discretion of the head of establishment.

In order to assist the staff involved in the observation of safe practices, I should be grateful for your full co-operation as follows:

- Inform me of any medicine required to be taken by your child during the school day
- Attend a meeting (where required) which I shall arrange to discuss the details
- Assist with the administration of the medicine in particularly complex cases
- Complete the parental request form, which can be requested from school office, and pass to me with the medicine
- Obtain a separate supply of medicine, properly labelled, from the pharmacist
- Ensure that the medicine container is clearly labelled with
  - The name of the child
  - The name of the medicine
  - The dosage and time
- Note that oral information will not be acted upon.  
Complete the second form, should you wish your child to carry his/her own medication in school (e.g. an asthma inhaler)

If your child suffers from asthma it is essential that you inform me of any restrictions which need to be applied to his/her activities, and the medication which has been prescribed for routine and emergency treatment.

If your child suffers from epileptic attacks, diabetes or anaphylactic shock it is essential that you inform me of the appropriate emergency treatment which should be given.

Thank you for your assistance with this matter.

Yours sincerely,

  
**KEVIN McCONNACHIE**  
**HEAD TEACHER**

*Office New Term Admin of Medicines to Pupils*  
Assistant Chief Executive, Education, Education and Families  
Civic Centre, Windmill Street, Motherwell ML1 1AB



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