

PROCEDURE FOR HANDING OVER MEDICINES BETWEEN THE HEALTH CENTRE AND HOME

* All medicines should be in their original packaging with information leaflet provided.
* Prescription medicines need to be labelled with a name and date.
* Parents/Guardians should hand over ALL medicines to the Health Centre staff on duty before the child arrives in School or the boarding house.
* Any changes to medication will only occur after email notification to [Matrons@brymoreacademy.co.uk](mailto:Matrons@brymoreacademy.co.uk) or seeing a member of the Health Centre Team in person where care plans can be altered accordingly.
* Medication to be recorded on Medical tracker and Individual Health Care Plan.
* Check medication is legal in UK
* Paperwork to be completed as appropriate when medication is received.
* House Parents and Director of Boarding to be notified