

Slough Music Service wishes to ensure that pupils with medication needs receive appropriate care and support whilst under our supervision.

Music service staff will not administer the taking of medication. We will monitor the individual pupil taking their medication to ensure the dosage, timing and frequency is correct, according to the parental instruction, but will take no further part in the administering or taking of medication.

Please note that parents should keep their children at home if acutely unwell or infectious.

All medication must be given to the nominated music service first aider for safe keeping at the start of an activity, and collected at the end. Students should not keep their own medication or take it without our supervision unless the parent gives specific written permission.

Medication should be given to the nominated music service first aider, complying with the following procedure:

- Parents are responsible for providing the music service first aider with comprehensive information regarding the pupil's condition and medication.
- Prescribed medication will not be accepted without complete written and signed instructions from the parent.
- Staff will not give a medicine to a child unless there is specific prior written permission from the parents.
- Only reasonable quantities of medication should be supplied (ie sufficient supply for the duration of the activity).
- Each item of medication must be delivered to the music service first aider, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:
 - Pupil's Name
 - Name of medication
 - Dosage
 - Frequency of administration
 - Storage requirements (if important)
 - Expiry date
- **Medication in unlabelled containers will not be accepted.**
- If the method of taking medication is in any way sensitive, please inform us in advance so we can make necessary adjustments and arrangements.
- The school will keep records of medication taken under our supervision, which they will have available for parents.
- If a student refuses to take medicines, staff will not force them to do so, and will inform the parents of the refusal as a matter of urgency on the same day. If a refusal to take medicines results in an emergency, the service's emergency procedures will be followed.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- It is the responsibility of parents to notify the service in writing if the pupil's need for medication each and every time a pupil is registered for an activity/event with us.