**Medicines Policy**

This policy sets out the procedures and protocols to be followed for every pupil attending alternative provision at Hereford Learning Hub. Depending on the medication, the reasons, your child may be asked to stay at home.

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| Medication at HLH | * Specific permission from parents/carers * Medication must be in date, have original container and full instructions * Reviewed regularly * Medication within expiry date |
| Prescription Medicines | * Prescribed specifically * Pupil name printed on pharmacy label |
| Non-prescription Medicines | * Administered when needed * Parent permission medication form * Parent/Carer contacted every time except in an emergency |
| Emergency Medicines | * Asthma inhalers, antihistamines are to be kept at HLH * Long term medicines come with information and parents/carers to give prescribed medications |
| Antibiotics | * Pupil attends only if well enough * Antibiotics must be taken two days before attending |
| Medications not administered | * Aspirin * Medications with specialist training * Incorrect details on label * Non-prescription medicines unsuitable for age |
| Review dates | * The paperwork must be reviewed after a six-week period |
| How medicines are stored | * In accordance with instructions, in their original container, out of reach from pupils * Parents/Carers to inform specific instructions |