



November 2021

Dear parents/carers

The Leicestershire Partnership trust NHS – introduced a new medication policy across all Leicestershire schools in September 2017.

ALL medications that are required during the school day must now be recorded on a MAARS recording sheet (**MEDICATION AUTHORISATION AND ADMINISTRATION RECORD**). These forms are now to be completed by parents/carers only. **There must be an individual sheet for each medication.**

This completed chart in turn gives school the permission to administer the medication that your young person requires during the school day. These forms are a legal requirement and without them we are not able to administer the medication your young person needs.

To enable the medical team to meet the needs of your young person you will need to complete both the MAARS form and the request for the administration sheet. All sections must be completed and please ensure you sign both sheets. A set of this paperwork is required for each individual medication that your young person requires during the day.

Please complete the following sections on the enclosed forms in **BLACK INK AND CAPITAL LETTERS** (there is a guidance sheet enclosed).

- Young persons full name
- Young persons date of birth
- Address
- GP name
- Young person NHS number
- **Allergy details – to include medications**
- The drug and the form it comes in (liquid, meltlet, tablet etc)
- Any additional information
- Parent/carer name and signature
- Time (medication is to be given)
- Dose
- Route (oral, gastro, topical other)
- Start date/End date

Please note it is still essential that the student information sheet is completed – the one sent by the school office. This sheet should also be regularly updated should medications be added or removed from your young person's medication schedule. This sheet gives staff a record of all the medications taken by your child each day which could be vital in an emergency.

The new medication policy also reinforces the following requirements to enable school staff to administer your young person's medication.

Birkett House School  
Station Road, Wigston  
Leicester, LE18 2DT  
Tel 0116 2885802

Email: [office@birketthouse.leics.sch.uk](mailto:office@birketthouse.leics.sch.uk)  
[www.birketthouse.leics.sch.uk](http://www.birketthouse.leics.sch.uk)  
Headteacher Chris White

All prescribed medication must:

- Be sent into school in its original container
- Have a **FULL AND CONCISE PRESCRIPTION LABEL TO INCLUDE:**
  - The full name of the medication clearly
  - Show the strength and formulation (this must match the MAARS sheet)
  - Show the route of administration (i.e. via a gastrostomy, crush and dissolve))
  - Display your young person's full name
  - Display the frequency and times for the medication to be given
  - Display the expiry date.
  - Display any special instructions

If your young person's medication is a Controlled Drug such as (Methylphenidate or Dexamfetamine) they must be sent into school in a sealed envelope with the quantity supplies clearly written on the front of the envelope and a parental/carer signature).

We fully understand that the paperwork is confusing and seems complicated, if you require any assistance either completing the paperwork or to share information, please do not hesitate to contact me.

Many thanks

Jodie McCarthy  
Health and Well-being