

The Administration of Medicine in School – Parent Information

We would like to advise you of our school guidelines with regard to the administration of medicine within school, which take into account stringent rules that we are obliged to follow.

- If children are unwell and require medication, serious consideration should be given as to whether they are well enough to attend school.
- If children do attend school and require medication, staff may volunteer to administer medicines. The medicine should be brought to school by an adult and passed over to a member of staff. **Please do not leave the medicine in your child's bag.** If your child travels by bus, you must email the school so that we can receive the medicine safely on their arrival.
- The medicine **must** be accompanied by the attached form (signed) and should be in its original container. Without this, no medicine can be given.
- These procedures are for one-off, short-term medications such as courses of antibiotics for short-term conditions such as infections.
- The administration of medication for long term, continuous conditions such as asthma and allergies is covered under our Supporting Children with Medical Needs Policy, which requires an Individual Medical Care Plan.
- Please note that ALL children with asthma MUST have an inhaler in school.

In the event of your child being taken ill during school hours, it is important that you keep us up to date with any changes to your contact details, so that we are able to reach you in the best interests of your child.

Consent Form

<u>ADMINISTRATION OF MEDICINE</u>	<u>ADMINISTRATION OF MEDICINE</u>
Name of Child	Name of Child
Class	Class
Name of Medication	Name of Medication
Dosage	Dosage
Time of Administration	Time of Administration
I give my consent for the school to administer this medicine to my child.	I give my consent for the school to administer this medicine to my child.
Signature of parent/ carer.....	Signature of parent/ carer.....
Date	Date