

Administration of Medicine by School Staff

Please read carefully.....

Staff have no legal obligation to administer medicines to pupils. Medicines should normally be administered at home and only taken into school when absolutely necessary (where it would be detrimental to the child's health, or would greatly impact on a child's school attendance, if the medicine were not taken during the school day).



The school will only accept:

- **Medicines prescribed by a medical practitioner**
- **Medicines that are in date**
- **Medicines that need to be administered in excess of 3 times per day**
- **Medicines in their original container, as dispensed by a pharmacist**
- **Containers with labelling identifying the child by name**

The school will not accept or administer:

- **Medicines that are to be administered 3 times per day (unless the child is attending after school club and will not return home immediately after 3:30pm, or attending a residential visit)**
- **Non prescribed Paracetamol eg. Calpol/Aspirin**
- **Non prescribed medicines**

Under no circumstances should a parent send a child to school with any medicines, eg. throat sweets/tablets.

On accepting medication, parents must speak with the school office and complete the form overleaf. Medicine should be handed over to the member of staff who will store securely until the time of administration. KS2 children are expected to approach the school office at time of administration. The designated person will supervise/assist in the administration of accepted medicines.

Medicines must be collected at the end of the day from the school office before 4.00pm. If your child attends the After School Club then please let us know and make arrangements with the After School Club staff.

