



Policy for Administration of Medication

- ❖ Medication will only be administered if it is prescribed and on the instructions of a medical practitioner.
- ❖ Any medication brought into school for administration should be in its original container and be clearly labelled, from a medical practitioner, stating dosage instructions and times. It should also include the child's name, date of birth and date the prescription was issued.
- ❖ Medication will only be administered if it is vital during the school day. (ie: if it needs to be administered 4 times daily, given at a specified time or is an emergency medication).
- ❖ **Non-prescribed medication will not be administered to children.**
- ❖ If medication needs to be administered at school it will be given to your child by an identified, trained member of staff as stated in our school policy.

What parents need to do if their child requires medication to be administered at school

- ❖ Bring the medication into school and ask to see Mrs. Wilson or the Headteacher.
- ❖ On the acceptance of the medication by Mrs. Wilson or the Headteacher, you will need to fill in and sign a consent form regarding the administration of the child's medication.
- ❖ If possible only one week's supply of a prescribed medication should be brought into school at any one time.

What the school does

- ❖ Provides for the welfare of all children with medication needs.
- ❖ Ensures medication is kept safely stored.
- ❖ Ensures medication is administered safely to your children by an identified trained person.
- ❖ Maintains a medication register to record the times and dates that medication is administered to your child.
- ❖ With parents and carers we aim to put in place, care plans, to ensure the welfare of children on long term or emergency medication.