



ADMINISTRATION OF MEDICINE POLICY

Revised: Autumn 2020
Next revision : Autumn 2022

Policy

- Medicine can only be administered to pupils if parents/carers have signed a disclaimer form.
- Parents must visit the school office and discuss the reason for administration of medicine before completing the form.
- Medicine must be clearly marked with the pupil's name and have clear written instructions.
- All medicines with the exception of inhalers will be kept in the medical room refrigerator or office cupboard and administered by a member of staff.
- Instructions will be read before medication is given.
- Inhalers are stored in the classrooms for immediate access.
- Pupils will be encouraged to remember themselves that they need medicine at the required time.
- Where children have serious allergies or conditions, all staff will be made aware by way of a photograph of the child and a description of the condition and requirements e.g. nut allergy-Epipen.

N.B.

Please note we only administer medicine under the following circumstances:

- If the medicine is required 4 or more times a day
- A letter is received from the doctor with specific instructions
- If your child has a medical condition e.g. diabetes, asthma