



## Procedure for administration of medicines in school:

### - Parents -

The school will **not** give your child medicine unless you complete and sign the appropriate form – either the paper version available in the school office or the electronic one on the website. We have a policy that staff can administer medicine, however they are not obliged to do so if they do not consent.

- Complete the online form – available on the school website (<https://forms.gle/PoCpG3vfuAwxSuQ7>) or paper version (available from the office).
- Ensure all details are included on the form such as any specialised instructions i.e. medicine to be kept in the fridge.
- If more than one medicine is to be given, a separate form should be completed for each one.
- If a form is not completed, medicines (including throat lozenges) will **NOT** be given.
- Reviews will be taken annually of long term medicine use.
- All medicines need to be bought to the main office and handed to a member of staff (inhalers will be kept in the classrooms).
- Medicines will be kept in a secure and locked location in the main office unless stated otherwise i.e. fridge / classroom.
- Medicine will not be administered if it is prescription and the child isn't named on it or if the medicine is out of date.