



Guidance for the Administrations of Medicines in School

We appreciate that 'sometimes' it will be necessary for your child to take medication during the school day. It is very important that ALL medicines are kept and administered safely.

Staff administering any medicines to your child will be expected to follow a strict protocol, therefore please can you consider the information shown below.

YOU MUST provide the following information:

1. The reason (diagnosis) for the medicine
2. The amount to be taken (i.e. 1 tablet /5 mls)
3. The medicines strength (i.e. 500 mg-per tablet)
4. The duration that the medicine should be taken (i.e. 7 days or until further notice)
5. Preferable time to be given (avoiding lesson times, unless medically essential)
6. Expiry date on the medicine
7. The 'original packaging / label (you may reduce the amount of tablets / liquid to keep at home)



With regret, we are unable to:

1. Accept handwritten notes
2. Accept medicines that are not in the correct packaging (or loose tablets)
3. Look after large amounts of medicine
4. Administer the medicine, where a child is unwilling to take it
5. Remind your child to take their medicine
6. To 'supply' pain killers

Forms are available:
The First Aid Room
Reception or Online

Your child must:

1. Present themselves to the first aid room to take their medicine, as instructed by yourself or their Doctor.
2. Not carry medicine around the school, unless they have a medical form, instructing them to do so (pupils found in possession of medicine without the form will be asked to give this to the School Health Co-ordinator for safekeeping, until you are able to collect it).
3. Not 'share' their medicine with other pupils

Where your child may have specific requirements or require additional support, our SEN Department/Health-Coordinator will assist, where appropriate / possible.

We reserve the 'Right', not to administer the medicine, should it be deemed unsafe to do so including where consent forms are incomplete. Any questions please call:

Health Co-ordinator 0116 2863722 Extension 109. We will be happy to assist.