

WOODFALL PRIMARY AND NURSERY SCHOOL



PARENTAL RESPONSIBILITY AND THE PROCEDURE FOR THE ADMINISTRATION OF MEDICINE

As is stated in the School Brochure it is LA policy that we do not administer medicines.

In exceptional circumstances: a long term medical problem or at the discretion of the Headteacher.

1. Parents will be asked to complete a 'Request for the school to administer medicine' official form clearly stating the medicine to be administered, dose, timing etc.
2. Medicine must be delivered to the school office by a parent/carer and will be returned to the adult at the end of the school day.
3. Medicines will be kept in a locked cupboard or in the fridge in the staff room if they are to be kept cool. The key will be kept in a place that is out of the sight and knowledge of children in school.
4. School will not administer non-prescription medicine.
5. A record of the dose given and time given as well as the date and signature of person administering the medicine will be completed on the back of the medical form.
6. On school visits, the First Aider will be responsible for administering medication when children are off site.
7. Asthma inhalers and Epi-Pens will be kept in the child's classroom for emergency use.