

Winchelsea



All Individuals Matter

WINCHELSEA PRIMARY SCHOOL
RUSKINGTON

ADMINISTERING MEDICINE POLICY

Part 1: Introduction

Wherever possible, parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. However, if parents wish the school to administer the medication (in loco parentis) they should complete the appropriate paperwork, at the school office, detailing the medication to be given along with the frequency, dosage and any other relevant information (e.g. interaction with other medicines such as paracetamol). However, parents may choose to administer medicine to their children at the necessary times in person.

Oral information from the pupil or parents will not be acted upon.

Please note that it is the parent's responsibility to collect the medication at the end of the day and bring it back into school the next day, along with any paperwork. Parents are also responsible for disposing of any unused medication.

Part 2: Procedures

The parent must supply the medication in a suitable container clearly labelled with:

- The child's name
- The name of the medicine
- The method, dosage and timing of administration
- The date of issue
- The expiry date

Details of possible side effects should also be given.

The medicines should preferably be packed and labelled professionally. Where possible, not more than one week's supply should be sent at one time.

It is important that an up-to-date record of the parent's home and work telephone numbers be kept so that they can be contacted at any time.

Medicines will be kept in a safe place, separate from the first aid box. Bronchodilators and medications needed in an emergency will be readily accessible. The class teacher will be responsible for administering the necessary medication.

Signed: _____ Dated: _____
Chair of Governors

Winchelsea Primary School, Ruskington
REQUEST FORM FOR ADMINISTERING MEDICINE

Wherever possible, parents should ask their GP to prescribe medication in dose frequencies which enable it to be taken outside school hours. Parents may choose to come into school to administer medicine to their children at the necessary times in person.

If parents wish the school to administer the medication (in loco parentis) they should complete the details below:-

This form is to be completed by the parent/guardian of the child at the school office. The class teacher will be responsible for administering the necessary medication. Medicine will be secured safely.

Please note that it is the parent's responsibility to collect the medication at the end of the day and for disposing of any unused medication.

Name of child	Class
Name of the medicine	
Method, dosage and timing of administration	
.....	
Date of issue	Expiry date
Signed	
Print name	Date
Details of possible side effects	
.....	

The medicines should preferably be packed and labelled professionally. Where possible, not more than one week's supply should be sent at one time.

Please leave up to date home and work telephone numbers below should we need to contact you regarding your child's medication.

Home Mobile

APPENDIX 2

Medicine Administration

Pupil's Name _____

Date	Medicine	Dose given	Time given	Administered by	Notes

