

Willerby Carr Lane Primary School



ADMINISTRATION OF MEDICINES POLICY

Introduction

No member of staff should administer medicines in school which require medical training or the consequences of failing to administer the medicine or failure to administer the medicine on time could have very serious consequences unless approved by the Headteacher.

Only those medicines which are required **at least 4 times a day** will be given at school.

Procedures

Only designated members of staff should administer medicines.

The Parent should:

1. Submit a **“Request for School to Give Medication”** form;
2. Provide the school with a measured dose in a clearly labelled container;

The designated member of staff should

1. Check that the parent has submitted a **“Request for School to Give Medication”** form (APPENDIX I).
2. Check, if possible, that the dose is in accordance with the instructions provided by the medical practitioner who prescribed the medication.
3. Make a written record as soon as possible on the **“Administration of Medicines Record”** held in the school office.

This policy has been approved by the governors of Willerby Carr Lane Primary.

Signed:

date:



APPENDIX I

Willerby Carr Lane Primary School



Requests for School to Give Medication

Dear Headteacher

I request that (full name of child) Class

Be given the following medication:

Name of Medication	Approximate time to be administered	Expiry date

The above medication(s) has/have been prescribed by the family doctor.

They are clearly labelled indicating contents, dosage and child's full name.

I understand that the medicine must be delivered by an adult to the school office and that the school has the right to refuse to administer the medicine.

Signed: (Parent/Person with Parental Responsibility)

Date:

