



St John's CE Primary School

Administration of Medication

To be signed by Parent/Carer for the short-term administration of medicines

Purpose: To ensure safe and clear administration of medicines

Parents will:

- Give the school adequate information about their children's medical needs.
- Follow the school's procedure for bringing medicines into school.
- Only request medicines to be administered at school when essential. Antibiotics will only be administered by the school if required 4 times a day.
- Ensure that medicine is supplied unopened in its box with the leaflet.
- Notify the school of changes in a child's medical needs, e.g. when medicine is no longer required.
- Return unused medicines to pharmacy.

As a school we will take all reasonable precautions to ensure the safe administration of medication, if we have any concerns we will contact parents without delay.

Staff will as always endeavour to give medication at the designated time; however, in a busy school environment this may not always be feasible. If it is essential to your child's health that medication is given at a certain time the school will expect the parent/carers or their representative to come into school to administer the medication at the designated time or the child should be kept at home.

Signed: _____ Parent/Carer

Date: _____