

Administering of Medicines in School

Summary for Parents

Information for Parents

If your child is unwell he/she should be kept at home.

If your child requires a course of medicine or anti-biotics, we ask that you

- Ask the medical professional for a dosage which can be administered outside of school hours eg 3 times a day - [one before school, one after school and one before bed]
- Wherever possible, if the medicine needs to be administered during the school day, a family member to comes into school to administer it.

Legally schools are not obliged to administer medicines, however in exceptional circumstances school may agree to do so. Only if a member of staff agrees to do so by prior agreement.

In these exceptional circumstances parents and carers have the following responsibilities.

PARENT/CARER RESPONSIBILITIES

- Any medicine **MUST** be prescribed by a medical practitioner - non- prescription medicines will not be administered.
- Medicines must be in their original container and include child's name, dose, frequency and prescriber's instructions for administration
- Parents **must** complete and sign the parental agreement form

(Appendix 1) - if a member of staff is to administer the medicine

(Appendix 2) - if the pupil is to self-administer

PARENTS must

- Give sufficient information about their child's medical needs if treatment or special care is required.
- Deliver and collect all medicines in person.
- Keep staff informed of changes to prescribed medicines.
- Be aware if a child refuses his/her medication staff cannot force the child.