



Administration of Medicines – September 2020

1. All/any medication should be in a sealed box (if appropriate) with child's name and class. Clear written instructions must be given to staff.
2. All medications should be handed to the class teacher/the teacher taking the class in the absence of the class teacher.
3. All medications will be collected daily from the classroom by a member of the office team at the time of registration.
4. All medications must be held in the school office. If the medication is required to be in the locked fridge, i.e. antibiotics, etc, this will be collected at registration time by a member of the office team and put in the locked fridge which is located in the medical room.
5. All medications will be delivered to the child's classroom and administered by Mrs Moore or a member of the office team at the time instructed on the form.
6. All medications will then return to the school office/locked fridge in the medical room for safe keeping.
7. Medications can be requested to be given back at the end of each day/week, if appropriate. This request must be part of the clear instructions.
8. If this is the case, the medication will be returned to your child's class teacher by a member of the office team for the return to the parent/carer at the end of the day/week as instructed.
9. As a parent/carer if there is any reason you require to collect the medication within school hours, then please phone (01202) 685800 to arrange a time to meet a member of staff at the main gate.