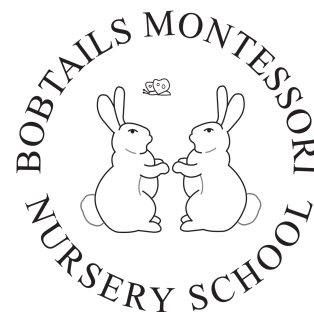


## EMERGENCY/PLANNED ADMINISTRATION OF MEDICINES POLICY



- In general medicines should be administered outside of school hours by a parent or carer.
- On those occasions when medication needs to be given at school, written instructions from a parent must be given. Instructions must include circumstances under which medication should be given, frequency and levels of dosage and the time the last dose was administered. Whenever there is a variation in the pattern of dosage new written instructions should be completed.
- All medication must be clearly labelled with the child's name and dosage instructions and it is the parent's responsibility to ensure that any medicines held at the school are 'in date' and that the necessary forms have been completed.
- Where it may be necessary for a member of staff to administer an inhaler during school time, a letter of authority must be supplied by the parent from their G.P.
- Where it may be necessary for a member of staff to administer an epi-pen during school time, training must be provided from a qualified health professional and should be specific to the individual child.
- The administration of all medication will be recorded in the Medication Book.
- All medicines will be kept out of reach of children.
- Where staff feels unable to deal with a medical situation, the school reserves the right to seek medical aid or to remove the child to a suitable medical establishment. Parents will be notified as soon as possible.

Please see 'Request for Administration of Medicine in School' form

