Clarborough Primary School

Be the best you can be!

ADMINISTRATION OF MEDICATION

For children during school hours

The advice from Nottinghamshire's Health and Safety Officer is that parents or carers should make arrangements to administer medicines during the school day themselves. However, we realise that for working parents or carers this may not always be possible. In some circumstances we will consider the administration of medication, but please note the following:

- Children may not bring non-prescription medication to school.
- Children may not self-administer medication without prior agreement. This excludes asthma inhalers.
- ONLY medicines prescribed by a doctor will be considered for administration in school.
- Parents MUST consult Mrs Cowell-Clark or Mrs Goad to see if they are willing to administer the medication. The responsibility for administering the medication may be delegated to another member of staff.
- Medicines must come to school in a sealed container, clearly marked with the dosage and the child's name.
- All medication must be collected from school at the end of the day. This excludes inhalers and other medication by prior agreement. Parents are responsible for checking that medication in school is in date and fit for use.
- Medication that has to given three times a day WILL NOT be considered for administration during the school day – 4 times only.
- School cannot accept responsibility for ensuing that medicines are administered at a particular time, in the correct dose or stored in the correct condition.
- Any member of staff may refuse to administer a medication.
- Children with regular medical needs will be supported with advice from the school nursing service.

The following form MUST be completed and signed by a parent or carer before medicines can be considered for administration.

Name of pupil: ……. Class: ……..

Medical condition: ……

Name of medicine: ……

Dose: …… Time/frequency: ……..……

Signed: ……..
(Parent or carer)

DOSAGE CHART

Chart to be completed by staff administering the above medication. All entries must be signed.

Monday	Tuesday	Wednesday	Thursday	Friday

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