

Medication



The rules

1. All medication should have a clear label stating the child's name, the name of the medication, the dose required and timings for administration.
2. All medication should be accompanied by a medical consent form filled out by the parents/carers. This gives the school its permission to administer it on your behalf.
3. If a child is seen at the hospital and a dose of medication is changed, the school will need to be informed. This usually comes through to the school via email confirmation. Unfortunately we cannot change the dose we administer upon request of the parent/carer.
4. Two staff members at all times will administer medication, this safeguards everybody.
5. All medication given during the school day will be documented and two members of staff will **always** sign to say that medication has been given.
6. If at anytime your child requires pain relief and this is not something that your child normally takes on prescription at school, then the school nurse will be contacted. She can give us permission to administer pain relief, or if she is on site, she will do it herself.
7. In the event of an error whilst giving medication, parents will be informed immediately.