

THE FROEBELIAN SCHOOL

Administration of Medicines to Children Policy

The school is willing to administer medicines to your child/ren during the school day, subject to the following protocol:-

- a) Medicine to be administered should be handed into the School Office and the appropriate Form Teacher or assistant informed. In the case of a school trip, the medicine must be handed to the Teacher in charge, by a Parent/Carer. It should be clearly labelled with the child's name and the dose to be administered.
- b) Medicine will be stored in the School Office or, if necessary, refrigerated.
- c) Medicine will normally be administered by staff in the School Office, but all staff will be aware of the protocol and prepared to administer medicines.
- d) A Parent/Carer will be required to sign a Consent Form when they deliver the medicine.
- e) This Consent Form will also be signed by the member of staff administering the medicine, and the time recorded, to confirm that it has been administered.
- f) At the end of the school day, the Parent/Carer should collect the medicine from the School Office (if the child is going home at 3.30 pm), from the Homework & Activities Club Supervisor, or from the person in charge of the extra-curricular activity their child is attending.
- g) At the time of collection, the Parent/Carer will be asked to sign the Consent Form to acknowledge that a dose has been given
 - If collected from the School Office, the original of the Consent Form will be handed to the Parent/Carer and a copy kept by the Office.
 - If collected after 3.30 pm the form will be kept, handed to the School Office the following morning for copying, and the original will be sent home at the end of the following day.
- h) This policy also applies to the administration of proprietary medicines (e.g. Calpol) and we must receive written consent for each and every occasion.
- i) If a child needs 3 doses of medicine each day, these could be administered as follows:-

| | |
|-------------|---|
| First dose | before school |
| Second dose | as soon as possible at the end of the school day* |
| Third dose | bed-time |

*If the child is attending an extra-curricular activity or HAC after school, the second dose might need to be given in school.
- j) If a child needs 4 doses of medicine each day, these could be administered as follows:-

| | |
|-------------|--|
| First dose | before school |
| Second dose | start of lunch-time |
| Third dose* | as soon as possible at the end of the school day |
| Fourth dose | bed-time |

* If the child is attending an extra-curricular activity or HAC after school, the third dose (in addition to the second) might need to be given in school.

MEDICINE ADMINISTRATION FORM

Name of Child.....

Form.....

| | | |
|---------------------------|---|--|
| PARENT TO COMPLETE | Date: | |
| | Medication: | |
| | Dosage: | |
| | Parent/Carer's Signature giving permission for dosage to be given: | |
| STAFF TO COMPLETE | Time when administered: | |
| | Staff Signature to confirm dosage has been given: | |
| PARENT'S SIGNATURE | Parent/Carer's Signature to acknowledge that dosage has been given. | |

3 November 2005

Dear Parent,

Administration of Medicine

At the time of writing, we do not appear to have received the Permission Slip sent home on 29 September with a letter setting out the School's protocol on the administration of medicine to children.

A further copy of the protocol is enclosed and we would appreciate your urgent attention to this matter. Without this slip, we may be unable to assist with any necessary administration of medicine.

Yours sincerely,

Janis Wright
Administrative Officer