



TWYCROSS HOUSE PRE-PREPARATORY SCHOOL
The Hollies

Administering Medication Policy

The aim of this policy is to effectively support individual children with medical needs and to enable pupils to achieve regular attendance.

Parents should not send a child to school if he / she is unwell.

Where a child has long term medical need, teachers will liaise with parents and health professionals.

Non-Prescription Medicines

The school will not administer non-prescribed medicine to a child, e.g. cough medicine, calpol.

Prescribed Medicines

Parents must complete a form and medicines must be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions:-

- Name of child
- Name of medicine
- Dose
- Method of administration
- Time / frequency of administration
- Any side effects
- Expiry date

Teachers should keep a record of medicines administered.



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REQUEST FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL

To be completed and given with the medication to the class teacher.

Name of Child Class

Requested by (Signed Parent / Guardian)

Date	Name of Medication	Dose	Time required	Signature of person administering medication