Emmanuel Church of England School

DRUGS POLICY

ADMINISTRATION OF MEDICATION

ADMINISTRATION OF MEDICATION		
Parent/Carers Authorisation Form		
•		
Telephone number in the event of a query regarding administration.		
lministrat	tion of	
medicin	e to be taken	
Name of parent/carer (please print)		
Signature of parent/carer		
er receivi	ng this form	
Time	Name of staf	f that has supervised administration
	Pare umber in ding admi	Parent/Carers Au umber in the event of a ding administration. Iministration of medicine to be taken ent/carer (please print) parent/carer

Emmanuel Church of England School

MEDICINE POLICY ADMINISTRATION OF MEDICATION

Pupils may not bring prescribed or non-prescribed medication into school.

Parents may visit the school in the lunch break to bring and administer prescribed or non-prescribed medication themselves, **by prior arrangement**.

In the event that this may not be possible, parents are asked to provide written consent to authorise the self-administration (under supervision) of medication. Parents must use a copy of the authorisation form overleaf which is located in the school office.

Where children have medical needs, parents must give us details of the child's condition and medication. Parents will bring the medication to school in a secure, labelled container. Records will be kept of all medication received and given. This record will be kept with the medicine. Emergency medication may be stored securely in school (for anaphylaxis or asthma); other drugs will be stored securely in the school office.