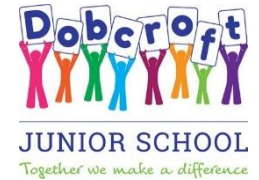


## Appendix 2

# Information Guide for Parents & Carers



## Administration of Medicines

### Overview for Parents, Carers & Staff

*This document should be read in conjunction with the full policy*

✓	✗
<ul style="list-style-type: none"><li>• A medicine form needs to be completed for any medicines to be given (including 'over the counter' medicine)</li><li>• All medicine must be in date</li><li>• All medicine should be collected from school and disposed of appropriately</li><li>• We will administer prescribed medicines in your child's name</li><li>• A responsible adult must bring and collect the medicine to the school office</li><li>• We will administer 'over the counter' medicines as follows: paracetamol, antihistamine and travel sickness medicine</li><li>• We will administer emergency paracetamol with parental consent</li><li>• All inhalers should be clearly named and in date</li><li>• We will record and double sign the time, date, dosage of medicines administered</li><li>• We will text parents when medicines have been administered</li><li>• Only teachers and other named staff in school will have the responsibility of administering medicines</li></ul>	<ul style="list-style-type: none"><li>• Medicines will not be administered without completion of a form</li><li>• Ibuprofen will not be administered, unless it is prescribed by a doctor</li><li>• Aspirin will not be administered unless it is by a doctor</li><li>• Children must not bring medicine to school themselves</li><li>• Medicines must not be left in your child's bag/care</li><li>• Homeopathic medicines will not be administered by school staff unless prescribed by a doctor</li><li>• Children will not be allowed to share inhalers or other medicines</li><li>• During residential visits teachers will administer medicine but will not send a text message after administration as they are in loco parentis</li></ul>

If you have any further questions please do not hesitate to contact the school office.