

## POLICY FOR THE ADMINISTRATION OF MEDICINES TO CHILDREN

Listed below are the procedures in place at Lightcliffe as agreed by the school and the Governing Body.

1. If your child is prescribed a course of antibiotics then please keep your child at home until they are fit to return.
2. If any medicine has to be given 3 times a day, it should be arranged so that it is not necessary for it to be brought into school. This includes over the counter preparations such as Buttercup Syrup, Piriton etc.
3. We understand that medicine which has to be taken more frequently (ie 4 times daily) means that it must be brought into school.

In this event you, as a parent, have the choice of either;

- a) coming into school with the medicine and administering it yourself to your child or
- b) completing the form for medicines at the school office and informing the class teacher.

**NO** medicines will be administered without this form having been completed by the parent/guardian.

***If you choose option b) then it is on the strict understanding that the school can accept no liability for failure to administer the medicine.***

In the interest of health and safety medicines must always be taken straight to the school office by an adult and must not, in any circumstances, be left with your child (or with the teacher in the classroom).

The only exception is:

for the control of asthma and in this instance the inhaler must be clearly labelled with the child's name and class and given to the teacher who will ensure that it is available at all times during the school day.

**We, as a school, will not administer ear, nose, eye drops to the child and therefore option a) will be necessary.**