



**Maidstone-Causton
Federation**

Administering Medication in school – a parent’s guide

- Only medicines can be administered if they are prescribed, are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administration, dosage and storage.
- We also require a written letter from your Doctor to support our administration of the medicine/s to your child, with review dates. **Therefore no calpol can be given.** You are, however welcome to come into school to administer this yourself (please speak to the office staff to arrange this).
- **Anti-biotics will not be administered at school**, as guidance from the Department for Education states ‘*where clinically possible medicines should be prescribed in doses which enable them to be taken outside school hours.*’ If this is not the case, then please discuss this with the Head of School.
- If your child has a new medical condition please make an appointment with the Head of School and bring along any Drs letters/evidence you may have.
- For all children that need medicines administered whilst they are at school you will need to fill in the ‘parent agreement form’ and the top part of ‘Record of medicine administered in school’.
- If your child has a serious medical condition then the Head of School may need you to fill in an ‘Individual Care Plan’ which we can help you to do.
- All staff who will administer medication will be trained following the Individual health care plan.
- Asthma inhalers will still be available to your child in the classroom, where they can access them.
- Medical details will be checked and updated regularly

We thank you for your support in safeguarding your children while they are with us at school.

The Medical Needs and Administering Medicines Policy is available on request for further information and guidance. Please see the office staff.