

**Administering Medication in School – Parental Responsibilities**

Please read the following information carefully. For further information please refer to the **Health Care in Schools 3 – 18 Policy** which available in school or on our school website page.

1. Medication should only be in school when absolutely essential. **(if medication is only required 3 times a day then this could be done out with school hours)**

It is helpful for parents to ask the prescribing doctor or dentist if the medication can be prescribed to allow administration outside school hours.

1. Complete Administering Medication: Parental Permission Form
2. Medication **must** be in the original container.
3. Provide the information leaflet that accompanies the medication
4. All medications **must** be clearly labelled with the child’s name and date of birth
5. Ensure that medication is not out-of-date and there is sufficient quantity in school.
6. Complete a new Parental Permission Form for any new medication or there has been a change in medication requirements. (This should be reviewed at the beginning of each term)
7. When completing the Parental Permission Form please provide the school with details of at least two emergency contacts
8. Parents are responsible for up-lifting any unused supplies of medication.
9. Parents will receive an Administering Medication: School Agreement and Confirmation Form which has been signed by a member of the school management team.