



Administration of Medication guidance

Latymer All Saints Primary School requests that parents/carers keep their children at home if they are unwell. The school must be informed as to the nature of the infection or illness. If a child has sickness or diarrhoea they must not return to school until 48 hours after the last episode.

Prescribed medications

- All medication must be clearly labelled with the child's name, dosage and a time of administration.
- The Authorisation to Administer Prescribed Medication Form will be used to record the name of the child receiving medication, name of medication, times at which the medication should be administered and signed by the parent/carer. This form can be obtained from the school office or downloaded from the school website.
- The parent will have to complete a Health Care Plan if medicine is to be kept in school for the treatment or control of chronic or long term medical issues such as asthma, eczema, allergies or diabetes.
- Staff trained in the administration of EpiPen.

All medicines requiring refrigeration will be kept in the medicine fridge in Welfare Room at the school. All other medicines will be kept in the welfare cupboard in the Welfare room.

All medicines administered with consent will be logged and the information kept in the medical file.

Non-prescribed medication

Other medicines such as those bought over the counter will not be administered by the school staff. However, we are happy for parents to come in to give an over the counter medication or midday dose of medicine if they wish to do so.

Medicines **MUST NOT** be administered in any circumstances without prior written consent from a parent/carer.