



ADMINISTERING OF MEDICATION

Please be aware of the following protocols

- 1. Only medicine prescribed by a doctor to be taken at least four times daily may be administered in school.
- 2. All medicine must be delivered to and collected from the school office by an adult.
- 3. Where children attend breakfast club or after school club parents will be responsible for delivering and collecting the medicine from Children's Club.

Date:	
Name:	Class Teacher:
Medication Details	
Condition / Illness Details:	
Name / Type of Medication:	
Date Dispensed:	Posage to be given:
Time to be Administered:	
Special Precautions:	
Emergency Contact Details	
Name:	Relationship to Pupil:
Telephone Number:	
Signed:	Date:

ADMINISTERING OF MEDICATION – SCHOOL LOG This should be added to the A5 medicine wallet. Pupil Name: **Medication Given By Date & Time** ×..... Date: _____ Information for Class Teacher: Needs to be sent to the school office for medication at: