



A Guide for Parents

In most cases, pupils are able to take medicines before leaving for school and on arriving home.

If medicines must be taken during school hours a parent/guardian needs to complete the form “Parental Request for School to Administer Medication”, which can be downloaded from this website.

The Headteacher will need to confirm the school’s agreement to this request (also on the same form).

In addition to this form, the medicine itself must be labelled with the pupil’s name and all dosage information.

The administration of medicines is the responsibility of parents and only staff with appropriate training can administer medicines on behalf of parents.

Under normal circumstances staff will supervise pupils taking their own medicines, but although staff have a duty of care for the health and safety of their pupils, there is no contractual requirement for teachers to administer medication.

Where teachers do agree to participate in these duties, it is important to recognise that their participation is voluntary. Any actions taken in an emergency situation are carried out with the best of intentions and performed in good faith.

At school all medications will be stored in a secure place, including a refridgerator if necessary and in a place not accessible to pupils. Inhalers are the exception to this. Where pupils require inhalers for asthma the form mentioned above must still be completed, but pupils will be allowed to carry these around themselves and administer their own medication when required.

The school reserves the right not to administer medicines that may be dangerous or where failure to administer medicine at set times could have adverse consequences.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from school premises, even if additional arrangements might be required.

The school does not issue Paracetamol, or Ibuprofen.

The school does not provide medical advice.