



Administration of Medication During Academic Time

The advice from the local education authorities' health and safety officers is that parents should make arrangements to administer medicines during the academic day themselves.

However we realise that for working parents this may not be possible. In these circumstances we are prepared to administer medicines, but please note the following.

Only medicines prescribed by a doctor will be administered in the academy. Children will be expected to self-administer medicines wherever possible.

We cannot accept responsibility for ensuring that medicines are administered at a particular time. It is the child's responsibility to come to the office at the appropriate time.

Medicines must be in a sealed container with the smallest practical dose, and the child's name. All medicines must be collected at the end of each day (excluding inhalers).

Also, the appropriate form **must be** included with the medication. This form can be printed from below or request a copy from the academy office.



Administration of Medication During Academic Time

Child's NameClass

Medical Condition :

Name Of Medicine :

Dose: Frequency:.....

Dosage Chart (to be completed with dosage and time each time medicine is administered, all entries must be signed)

Monday	Tuesday	Wednesday	Thursday	Friday

This form must be completed and signed by the parent / guardian before medicines can be administered.

SignedParent / Guardian