

Medication Policy

Purpose

- To encourage parents to send their children to school if it is safe to do so.

General

- Parents should keep their children at home if there is a risk of infecting other children or staff.
- Parents should inform the school of the nature of infection so other parents can be informed.
- Children should not come to school until at least 24 hours have passed following diarrhoea or vomiting.
- Children of staff who are unwell shall not be brought into school.

Responsibility

- The Head Teacher is to ensure this procedure is followed.

Procedure

- Whenever possible the parents shall administer all medication.
- If medication time falls within school time then:
 - The medicine shall be clearly labelled.
 - Permission, dosage and timings shall be written down for the staff. Verbal instructions shall not be accepted
- All medication prescribed by a child's own doctor shall be administered by the staff after appropriate authorisation from parents.

Documentation

- Written authorisation from parents.