

Information About Medication in School

This is a reminder about the school policy with regard to medication in school. The office staff will be adhering to the policy that they will only administer prescribed medicine.

If you wish your child to have non prescribed medications during the school day, e.g. Calpol, you will need to come to the school to administer it to your child.

Prescribed Medication in School

When your child needs to take prescribed medication in school, you need to complete a form at the school office. You need to complete a new form each time a new medicine is prescribed.



No medication should be sent in bags or handed to the TA or teacher. This includes replacement medication like inhalers etc. The medication must be handed to a member of office staff, who will ask you to complete a form there and then. All new medication, will require a new form.

If you work, and find coming to the office difficult, the office will fax you or email you a copy of the form. There is also a copy on the VLE. **No medication will be administered until we have a signed form from you for the medicine we have received.**

Who Administers the Medicine

Teaching assistants and admin staff have been trained in the procedures surrounding medication and will administer your child's medicine. They undertake these responsibilities voluntarily - staff cannot be legally required to administer any medication. At St. Joseph's staff are very supportive of children's needs and so we are able to support parents with the administration as required.

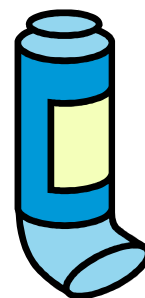
Out of Date Medication/ End of a Course of Medicine

You will be required to come and 'sign off' the medication form at the office and take away the medication. This includes old asthma canisters and epipens.

Each time a new medication is issued (including asthma canisters and epipens) you will need to complete a new form at the school office.

Non prescribed Medication

Non-prescribed medication (calpol, paracetamol etc) **will not be administered by school staff.**



Piridon Taken As a When Needed

If your child periodically requires Piridon, you will need to complete the form as with prescribed medication, when you bring the Piridon to school.