



RAMRIDGE PRIMARY SCHOOL

Administration of Medicine Policy

Date:		Review Date:	
Ratified:			

The Governors and Headteacher of Ramridge Primary School accept that there is no legal requirement to administer medicines to pupils. However, the following systems and procedures are in place:-

- Prescription-only medication required more than 3 times a day will be administered providing a Medicine Record form has been completed by the parent/carer or adult representative.
- Medication will be administered by the named First Aider/Lunchtime Supervisor/TA
- Parent/carer consent is to be obtained by signing a consent form [Medicine Record form]
- Administration of medicines will be recorded at the at the base of the consent [Medicine Record form] [with the exception of Asthma Inhaler]
- Medicines will be kept in either KS1 or KS2 Medical Room
- Medicines will be disposed of by being returned to parents in the first instance. If this is not practical, then to the Chemist
- Painkillers will not be administered unless prescribed
- All medicines will be returned to parents/carers at the end of each term

NB First Aiders:

Medicines must always be brought to school by an adult and collected by an adult at the end of the school day.