



## Medicine Policy

- 1.1 Whilst parents give written permission for medication to be administered by teachers and/ or the school secretary, liability rests with the parents.
- 1.2 Medication must be given in the original packaging only, with clear instructions from the pharmacist on the container as well as the packaging insert. Storage instructions must be given.
- 1.3 The school must be made aware if a child carries medication on them, such as epipens, inhalers etc.
- 1.4 The school secretary will keep medication in a locked cupboard, unless otherwise arranged.
- 1.5 Parents will furnish the school with all the necessary contact numbers in case of emergency.
- 1.6 Medicine such as Panado or Calpol can be given to the child but only with written or verbal consent. If verbal consent is given, there needs to be a witness to the phone call.
- 1.7 Teachers will keep a daily record of dates and times medicine was administered.
- 1.8 A teacher's signature on the daily record will indicate that medicine was administered.
- 1.9 If you require medication to be administered at school please complete the Permission Form and hand it to the school secretary.

*NAME OF CHILD*..... *CLASS*.....

Name of Medication.....

Instructions for administration

.....  
.....  
.....  
.....

Mom's Name	Cell Number	Dads Name	Cell No
3 Names and Numbers in case Parents are not available.	1.	2.	3.