

Dear Parent / Carer,

**Ref: Policy for the Administration of Medicine in School**

In the majority of cases, it is preferred that **parents/carers** administer medicine to their children. Parents/carers are welcome to visit the school at a suitable time in order to do so.

In circumstances where it is **vital** that a child is given medicine in school and the parent/carer is unable to administer it, then the school will follow the procedure as outlined below:

- A) Only prescribed medicine will be administered in school and the parent should give clear instruction concerning the required dosage.
- B) The medicine must be brought to school in the original named package / bottle as provided by the chemist.
- C) Medicines will be kept in a secure cupboard or refrigerator away from the children.
- D) The parent will be asked to provide a written indemnity in favour of the staff administering the medicine. This form is attached but is also available from the school office.

Thank you for your support.

Yours sincerely,

Mrs Jill Elam  
Headteacher