



Dear Parents and Carers,

We have been reviewing our procedures for administering medicines to ensure that our practice is in line with the Surrey guidelines and the DfE guidance. The school is able to administer medicines when necessary and reasonably practical and therefore the procedures for giving medicine in school will be as follows:

- Medicines should be brought to school by the parents/carer and handed to a member of the office staff.
- Medicine must be provided in the **original container** as dispensed by the pharmacist, clearly labelled and include any equipment required to administer the medicine e.g. spoon, oral syringe.
- Parents/carers will be required to complete a consent form before the school can administer the medicine. A new form will need to be completed if there are changes to the existing medicine or a new medicine needs to be given. The forms will be filed in the office.
- It is the responsibility of the parent/carer to ensure that the medicine does not exceed its expiry date.
- When medication is administered at school a written record will be completed and filed in the office.

This information will mainly apply to pupils who have been prescribed a short-term course of antibiotics/ointment to be taken/used 4 times a day. Pupils who have been prescribed a short-term course of antibiotics/ointment to be taken/used 3 times a day should have this administered outside school hours.

Pupils requiring an inhaler/reliever for the treatment of asthma are referred to the specific 'Children with Asthma' form.

Kind regards

School Office

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