



WE ARE KEEPING YOU SAFE

MEDICINE ADMINISTRATION POLICY

At DPA we are more than happy to administer medicine to your child should he/she require it, but only if you have signed a permission form beforehand. This permission form would be reviewed on a regular basis and changes made accordingly.

All medicines must be provided by you, whether it is prescribed by your child's doctor, or an over the counter medicine such as Calpol, Piriton, Paracetamol etc.

Each medicine *MUST* be in its original packaging with clear dosage instructions on it. If medicine has been decanted into another container we cannot administer it.

- We will obtain prior written permission from parents for each and every medicine to be administered before any medication is given.
- Medicine being left at DPA must be clearly labelled with student name and date.
- If the administration of prescription medicine requires technical/medical knowledge then we will attend training from a qualified health professional. The training should be specific to the child in question.
- Prescription medication will only be administered to the child it is prescribed for him/her by a doctor, dentist, nurse or pharmacist.
- Non-prescription medication such as pain and fever relief will only be administered with parents' prior written consent and only when there is a health reason to do so.
- If Karen the Principal does not administer the medicine whilst the child is in the care of DPA we will inform parents of who will be responsible for the administration of medicines to their child.
- All medicines will be stored on a shelf in the DPA Office, out of the sight and reach of the students.
- Every time I give your child medicine, we will record the date, time, name of medicine and dosage given and sign this, you will be asked to counter sign the form when you collect your child.

We will not administer the first dose of any new medicine(s) - the first dose should be given by yourself, at home, so that we are sure your child will not suffer any adverse reaction to it.