



8.00 a.m. – 5.00 p.m.
Monday – Friday
Term-time only

On 8th October 2014 the Governing Body of Camborne Nursery School and Family Services adopted the following Data Protection Policy and Procedures.

Signed:

Chair of Governors

Head Teacher

ADMINISTRATION OF MEDICINES POLICY

Staff may not administer medication to any children.

If a child is unwell or on medication, they should be cared for at home or other external arrangements made.

Staff will guide parents about the return date for their child using the 'spotty book' for guidance.

Arrangements for chronic or on-going conditions such as asthma will be discussed with the Headteacher, once in place, records and procedures will be shared with staff.

No medication may be kept of site, unless it is part of previous statement.

Camborne Nursery School and Family Services

Administration of Medicine

Dear Headteacher

I request and authorise that (full name of child) be given the following:

Medication

Dosage/strength

Intervals

This medication has been prescribed by whom you can contact for verification. The medication is clearly labelled indicating the contents, dosage, time of administration and the child's full name.

I fully understand that the medication will only be given if there is a suitably trained adult in school at the time. Should no one be available, it is my responsibility as the child's parent/carer to administer the medication.

I confirm that I am the parent/person with parental responsibility in respect of the child named above and accordingly I am legally empowered to give authority to the administration of medication.

Signed Parent/carer Date

Name of parent/carer

Address:

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Signature of Headteacher Date

Review Date (if applicable)