

**Medicines**

The school may, in certain circumstances, agree to undertake to administer some medicines to children who are otherwise well enough to attend school. Signed consent is required if a pupil is to receive medication during the school day.

The medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and delivered personally to the receptionists.

Medicines must be clearly labelled with contents, the owner's name and dosage. The medicine will be administered by a receptionist and a written record kept of dates and times of the administration. The only exception to this would be emergency medicines, such as asthma inhalers, which a child should be able to use under supervision.

Medicine can only be administered if parents have completed, signed and returned the authorisation slip (*see below*).

**THE PARAGON SCHOOL**

**SIGNED AUTHORISATION BY A PARENT/GUARDIAN TO GIVE  
MEDICINE TO A CHILD ON THEIR BEHALF DURING SCHOOL  
HOURS**

I hereby authorise ..... (Member of Staff) to give my child

..... the following medicine on my behalf:

Medicine: .....

Dosage: .....

Time to be given: .....

Signature of Parent: ..... Date: .....