

## **ARRANGEMENTS FOR ADMINISTERING MEDICINE IN SCHOOL**

If a student needs to take medication during the school day arrangements should be made by their parent / guardian with the Student Services Officer. We do not administer calpol / nurofen unless supplied by parents and a parent consent form is submitted. All medicine brought in to school should be clearly labelled and be stored in the locked cupboard provided for this purpose in the Student Service Office. Students must go to student services to take their medicine and this must be recorded by the Student Services Officer.

Teaching staff and staff without training in school procedures should not administer medicine to students.

If you are involved in health and welfare issues for children and young people please follow the link below for guidance from Surrey County Council on Young People's Health and the Administration of Medicines.

[Surrey County Council - Young people's health and the administration of medicines](#)