

Administering medication at Mellor Primary School

How many times a day does the medication need to be administered?
Please check the label as prescribed by the doctor or the guidance if it is 'non prescribed'

2 or less times a day

Sorry, we are unable to administer this medication.

UNLESS: it is antihistamine; an inhaler for asthma; medication related to eating e.g. Gaviscon; or other emergency rescue medication. These would usually be known to school.

All requests to administer medication should go through the office, where possible.

3 times a day

Is the child in afternoon OOSC?

YES

We will administer **1 dose** at lunchtime.

NO

Sorry, we are unable to administer this medication.

If we are able to administer the medication please:

- 1) Complete a 3a form. (Available on the website)
- 2) Ensure the child's name and dose are on the medication.
- 3) Remember to collect the medication at the end of the day.

4 times a day

Is the child in afternoon OOSC until **after 5pm**?

YES

We will administer **up to 2 doses** if required:
1 @ lunch and
1 after 5pm

NO

We will administer **1 dose** at lunchtime.

Please remember to keep the office informed of any changes in medical conditions or emergency contact numbers & email addresses.