



OAKWOOD JUNIOR SCHOOL  
Holbrook Road, Alvaston, Derby DE24 0DD  
Tel: 01332 571 231 Fax: 01332 571 163  
e-mail: [admin@oakwoodj.derby.sch.uk](mailto:admin@oakwoodj.derby.sch.uk)  
[www.oakwoodjuniorschool.co.uk](http://www.oakwoodjuniorschool.co.uk)  
Headteacher: Ms Nancy Elks

Dear Parent / Carer

### School medication policy (Health & safety)


Legally schools are not compelled to administer medication to children because of the risks involved and possible legal consequences. However, it is the school policy whenever possible to assist children and parents by administering medicines in school time, if the member of staff concerned is prepared to do so.

The school does impose certain conditions before it will administer medicine to the children in its care.

1. Only GP prescribed drugs are to be administered - parent prescribed medicines including paracetamol and aspirin will not be administered
2. Parents must ensure that all medicines are clearly marked with the name of the child, the dosage and times that the medicines should be administered.
3. Parents must hand the medicine directly to a member of staff in the office
4. Parents must fill in and return the consent form below giving permission for each course of medicines to be administered at the school

Inhalers / insulin will be viewed outside the policy and separate guidelines are available for the administration.

Yours sincerely

  
Nancy Elks  
Headteacher

---

### Medication consent form

I request that my child \_\_\_\_\_ in Class \_\_\_\_\_ be given the following medication.

Name of medication \_\_\_\_\_

Dosage and times to be administered \_\_\_\_\_

Period over which medication is to be administered \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

