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The King's School Linbro Park Policy for Administering Medicine

1. Where possible, parents should be encouraged to administer medication, e.g. antibiotics, at home prior to coming to school.
2. No Educator or other members of the staff of the school may administer medicine to a learner without written consent of the parent / clinic / medical practitioner.
3. Where the school has the above consent for prescription medication, the medication must be entered into a register by the staff member designated by the school, and kept into a locked place. A certified copy of the prescription of the medical practitioner with full details of the practitioner must be kept with the medication.
4. Learners must not have direct access to any medication, whether scheduled or unscheduled.
5. Learners who may require emergency medication, e.g. an allergic reaction to a bee sting, must also have written consent from the parent / clinic / medical practitioner and the written protocol is to be followed for such emergencies. A record of administration of doses is to be kept.
6. No learner's medication may be administered by/to another learner. Parents must be notified timeously if more medication is required.
7. The responsible person administering the medication may not adjust the prescribed amount of medication to be given to a learner.