**Keevil CofE Academy – Medicine Protocol**

Parent/Carer completes permission form and hands in to office

In case of absence, Purdie to ask another TA to cover the role and inform Tina/Jane who is covering

Parent/Carer goes to office at end of day to collect medicine

Purdie signs Medicine Record form to confirm medicine has been given

Purdie collects children and administers medicine around lunchtime, whenever is convenient for her

Tina/Jane inform Purdie about who requires medicine that day (by 9:30am)

Tina/Jane complete Medicine Record form – kept in folder in staff room