Goldsmith
Primary Academy

Administering Medication Process Map

Parents are required to complete a medical consent form. (This form is available from the main office) **No medication will be admististed until this form has been completed**

Once the form has been filled out and checked by the main office. The main Office will then accept the medication
All medication must be brought directly to the main office and not handed to class teacher

One of the Professional Services team will take the completed consent form and medication to Student Services

An individual Administering Medication log form will be attached to pupil medication consent form

Medication will be administered as and when stated on the consent form

Only staff that have completed the administering medication course are allowed to administer medication

Medication if requested will be returned to the main office at the end of the School day to be collected by parents unless other arrangements have been made