

	<p align="center"> Ysgol Gynradd St John Lloyd RC Primary School Brynbala Way, Trowbridge, Cardiff CF3 1SX Tel 029 20777690 E-Mail: stjohnlloydprm@cardiff.gov.uk Headteacher. Mrs C Hart B.Ed. (Hons) N.P.Q.H. https://www.stjohnlloydcprimaryschool.co.uk Twitter: SJLCARDIFF </p>	
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St John Lloyd RC School - Administering of medicine to pupils plan
(Please keep a copy in pupils file and alongside daily administering medicine recording sheet)

Name of pupil	
Date of birth	
Named person with the responsibility for administering the medicine	
Person with responsibility for administering the medicine if the above named person is absent from work (to be informed by CT of the above named persons absence)	

Administration of medicine

Medical condition	Drug name	Dose	When (specific time)	How is it administered	Location

Emergency situations linked to administering medicines

Any symptoms to lookout for?	Triggers?	Actions to be taken ?

Offsite visits away from school environment

Who will administer the medicine?	Where will it be stored?

Has the the named person responsible received any relevant training (please indicate with x)

Yes		No	
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