



Greengairs Primary School



Administration of Medication

This policy outlines the procedures relating to the administration and storage of medication, prescribed and non-prescribed, for children whilst on school premises and also when off the premises on school visits/outings.

Medication Required in School

- No child is permitted to carry any medication on their person or in their bag.
- All medication must be given to a member of staff for storage/safe keeping by the child's parent/guardian, or other responsible adult nominated by the parent/guardian.
- Medication will not be accepted without a completed "Administration of Medicines in Education" (Part One) and "School Record of Administration of Medication" form (Section A). A separate form should be used for each type of medication. This form is available from the school office. Completed forms will be held in a folder under locked key and each has a section within that folder. The folder will be stored in the school office.
- All medication should be clearly labelled with the child's name and dosage required.
- For health and safety reasons, a child's parent/guardian, or other responsible adult nominated by the parent/guardian, must always administer the first dosage of any medication before depositing medication with a member of staff in case of allergic reaction.
- Children will be assisted by a member of school staff when medication requires to be administered. The member of staff should complete "Administration of Medicines in Education" (Part Two) and Section B of the "School Record of Administration of Medication" form.
- The parent/guardian, or other responsible adult nominated by the parent/guardian, should collect any leftover medication once the course of treatment is complete.
- No medication should remain in school over the summer holiday period.
- Medication required over an extended period of time, e.g. inhalers, will have the expiry date checked on a termly basis by school staff to determine if still current. Parent/guardian will be advised when medication is approaching the use by date. Parent/guardian, or other responsible adult nominated by parent/guardian, should collect out of date medication for disposal.

Storage of medication/inhalers

- All medication stored in separate green zipped bags, labelled with child's name and room no.
- Short term medication not requiring refrigeration will be kept in separate zipped plastic wallet, labelled with child's name and room no.
- Any liquid medications requiring refrigeration will be kept in the fridge in the office.

