



# Administration of Medication

## Tannocho Side Primary Policy Statement

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**

1. No child is permitted to carry any medication on their person or in their bag.
2. 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.
3. Medication will not be accepted without a completed "Administration of Medication" form (Med 1). 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 which will be stored in school office. Once the course of medication is complete, the Med 1 form will be filed in the child's PPR folder which is held in the school office.
4. All medication should be clearly labelled with the child's name, date of birth, dosage required, frequency of administration and date/time first dosage was administered by parent/guardian, or other responsible adult nominated by the parent/guardian.
5. 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.
6. Children will be assisted by a member of school staff when medication requires to be administered. The member of staff should complete section B of the Med 1 form.

7. The parent/guardian, or other responsible adult nominated by the parent/ guardian, should:
  - a) Complete the appropriate section of the Administration of Medication form when long term medication is no longer required and
  - b) Collect any leftover medication once the course of treatment is complete.
8. No medication should remain in school over the summer holiday period.
9. Medication required over an extended period of time, eg 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 Parent/guardian, or other responsible adult nominated by parent/guardian, should collect out of date medication for disposal.

#### 10. Storage of medication/inhalers

All medication stored in separate plastic wallets with the child's name.

Any liquid medications requiring refrigeration will be kept in the fridge in the DHT office.

All medication stored in DHT office within a locked cabinet.