



Ayr Academy

Administration of Medicine Policy

Management of Medication

If a child/young person requires to be given medication during the school day an Administration of Medicines form must be completed by the parent or carer.

All medicines must be in their original bottle/package, clearly named and the dosage specified.

Medicines will be held in the locked first aid cupboard in the school office. If the medication requires to be refrigerated, it will be held in the fridge in the medical room.

Medication will not be administered if the Administration of Medicines form has not been completed.

Permission from parents is time limited to 28 days. New consent forms and permission should be sought thereafter.

Procedure for the Administration of Medicines

In order to assist in the observation of safe practices, staff are asked to follow the procedures as follows:-

- Staff members will not administer the first dose of medicine. Parents should have given their child one dose to ensure no allergic reaction is caused by administering the medication.
- Ensure that the request for administration of medicine form is completed by the parent/carer. A new entry should be completed where there is a change in circumstance.
- Staff can only administer medication for the length of time stated on the bottle, staff will not administer medication beyond this time-scale unless we have a Doctor's letter.

- Ensure that the medicine container is clearly labelled with:
 - a. the name of the child/young person
 - b. the name of the medicine
 - c. the dosage and time

- Staff should place medicine in the locked first aid cupboard in the school office, if required, in the fridge in the medical room.



- When administering the medicine staff should ensure that there are 2 members of staff present and both should sign the 'Record of Medication Taken by Pupils' form.
- Staff should ensure that the medication is returned home every day unless it is retained in school wherein the appropriate form 'Record of Medication Taken by Pupils' should be completed.

Epi-pens

Where a child/young person requires an epi-pen for allergic reactions, they must carry one with them at all times and the school should also be issued with one if possible. All details should be recorded on our medication conditions form. Whilst Ayr Academy aspires that all members of staff receive the required training, parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Ayr Academy is kept up to date.

Asthma Medications

The child/young person should have an inhaler on them in school. Parents/carers can complete medication conditions forms if they wish for an inhaler to be kept in a locked cupboard in the school office in the case of an emergency. Parents/carers are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Ayr Academy is kept up to date.