



# Girvan Primary School

## Administration of Medicine Policy



### **Management of Medication**

If a child requires to be given medication while being cared for within Girvan Primary School, 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 school office.

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. This does not apply to the use of inhalers. Consent forms for the use of inhalers will be issued each school session in August.

Medication will be returned to parents on the last day of the summer session.

### **Procedure for the Administration of Medicines**

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

- Staff members will not administer the first dose of medicine to the child. 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
  - 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 or, if required, in the fridge in the office. No medication should be left in children's bags.
- When administering the medicine staff should ensure that, where possible there are 2 members of staff present and both should sign the 'Record of Medication Taken by Pupils' form.

### **Epi-pens**

Where a child requires an epi-pen for allergic reactions, the school should have 2 pens supplied, one to be kept with the child, the other at the school office. The epi pens should be clearly labelled in a box with the child's name and picture clearly visible. All details should be recorded on our medication conditions form. Epi pen training for staff is updated yearly and parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Girvan Primary School is kept up to date. Information for pupils requiring epi pens should be shared with visiting teachers and specialists responsible for the class.

### **Asthma Medications**

The child should have an inhaler either with them or stored in the class to be used if needed. Inhalers are stored in the class for easy access but not accessible to other pupils. Asthma boxes are clearly labelled with the pupil's name and picture. A spare inhaler should be kept in the locked first aid cupboard in the school office. All details should be recorded on our medication conditions form. Parents are reminded that it is their responsibility to ensure that their children's medication requirements are up to date and that Girvan Primary School is kept up to date. Details about the use of inhalers will be updated annually in August.