

ADMINISTERING MEDICATION AT SCHOOL

1. Medication must be brought into the office with signed written instructions from the pupils parent/carer detailing the medication to be taken, the amount to be administered and the time that it needs to be administered. If written instructions are not provided the office will call home to get verbal permission which needs to be followed up with written confirmation. Medication cannot be administered if the school does not have specific parent/carer permission.
2. Ensure the pupil knows when they need to come to First Aid for their medication.
3. Remind the pupil to inform their teacher that they need to take medication that day.
4. Complete the 'Record of Medicine Brought In From Home' Form kept on top of the fridge in the First Aid Room.
5. Store the medication in the pupil medicine cabinet or fridge as appropriate.
6. When the child comes for their medication there must be **TWO** witnesses.
7. Once administered complete the 'Medication Record' Form and ensure it is signed by the pupil and both witnesses and return the medication to either the pupil medicine cabinet or the fridge.
8. Medication should be collected and taken home at the end of each day, or at the end of the course of treatment as appropriate.