



Administering Medication Policy

Status:	Non-statutory
Policy reviewed by:	M Hendry
Policy ratified by:	Headteacher
Date of policy:	February 2021
Date of next review:	February 2022
Links to other policies:	
Signed:	

Adminstrating Medication Policy

On occasions, it may be necessary for children to have medication administered during school hours. Medication that needs to be given every day as part of a treatment plan will be administered by the school nursing team as per the child's Health Care Plan.

Temporary medication that needs to be given during school hours must be arranged by the parent with a member of SLT. Medication must be sent into school in a prescribed bottle/box that clearly states the child's name, date of birth, required dose and frequency of doses. The medicine must be handed to the bus escort and not placed in the child's bag. The medication is passed to a member of the class team and is placed in a locked fridge or cupboard in the medical room, as per the instructions.

If medication is found to be out of date, parents/carers will be contacted and the medication will be sent home.

If the medication is due to be given at a time that coincides with the school nurse being on site they will administer it. If this is not possible, a paediatric first aider will administer the medication with another member of staff present. This member of staff will check the dose. If necessary, a member of SLT will call the nursing team to discuss the medication and required dose. The following needs to be recorded in the medication book in the medical room:

- Name and signature of person administrating the medication
- Name of the medication
- Dose given
- That parents have requested the medication to be given
- Time given
- Signature of witness

At the end of the school day, a member of the class team will take the medication from the medical room and give it directly to the bus escort or parent/carer. If parents/carers have requested that the medication stays in school for a specified time, then the medication will be sent home on an agreed date.