

Ratified by B.O.T. **Date: 14 September 2020** **Review Date: 14 September 2023**

Signed Chairman:

POLICY TITLE: **Administering of Medication**

POLICY NUMBER: **33** **NAG'S REF:** **5**

RATIONALE:

All people need to have medicine administered correctly by a person that is capable of doing so.

PURPOSE:

1. To avoid misuse of medication.
2. To have medicine correctly and safely stored.
3. To have a member of staff responsible for the storage of medicine and procedures for administration.
4. To avoid placing undue pressure on staff that feels unable to adequately assume responsibility for long term medication.
5. To have procedures established for re-active first aid and medicine that includes a treatment register.

GUIDELINES

1. All medicine sent to school must be in the original container stating type, dose and frequency, name of patient and doctor.
2. All caregivers must fill out a form stating that they have requested the school to take responsibility for administering medication.
3. Relevant staff to complete training with Public Health Nurse or suitable trainer for First Aid including training on recognising the symptoms of anaphylactic shock and administering an Epi-pen.
4. Staff taking responsibilities must ensure that safe practises are followed for storage and administration of medicine.
5. No staff shall administer medicine on a regular basis by themselves. (Protection from wrongful abuse or discreditation by a wilful child.)
6. At all times the door of the sick bay shall be left open to general viewing.
7. When treating a child for minor or occasional health reasons, including accident, a second person should be present.

CONCLUSION

The health and welfare of staff and children shall be of prime concern when considering how and when medicine is administered to children.