

## ADMINISTRATION OF MEDICATION PROCEDURE

In accordance with our Supporting Pupils with Medical Conditions policy dated November 2019 the following procedures need to be followed before medication can be administered.

Prescribed Medicine can only be administered when they are essential and need to be given 4 times a day.

Medicines will only be accepted for administered if they are:

In date

Labelled with Pupils name

Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

**(Medication required 3 times a day and less will not be administered in school)**

**All Prescribed Medicine cannot be stored at school overnight and just be collected daily by the child' parent or carer.**

Non-prescription Medicines can only be administered at school when it would be detrimental to a young person's health or school attendance not to do so. Medication will only be accepted in an original labelled box displaying the correct dosage, labelled with the child's name and a completed Parental agreement to administer medication form completed signed and handed to the school office.

Medication must not be sent in with your child it can only be accepted at the school office with the Parental Agreement to Administer Medication form completed and signed. You will need to liaise directly with Kirstie Stacey if you wish medication to be administered while your child is at The Club. Medication must be collected **daily** by parent or carer as it cannot be stored at school.

If a child refused to take the medication they will not be forced to and the parents will be contacted immediately and medication will be returned.

All inhalers and Epipens will be labelled and locked away in the classroom labelled with the child's name.

We will only accept medication via The Club with a completed Medical form, signed by a parent/carer.

September 2021