



Procedures for Giving Medication

To be read in conjunction with

LA Policy Managing Medicines and Supporting Children with Medical Needs in Schools and Early Years Settings-Policy Guidance 2012)

School Policy Managing medicines and Supporting Children with Medical needs

Office staff will

Ensure parents/carers complete a permission form for administration of medication including Asthma pumps

Nominated Welfare staff will

- 1) Collect medication and permission forms from the office each morning and check all correctly completed. If not they will contact the parent to clarify
- 2) Write main details on the board in the welfare room including.
 - Child
 - Class
 - Last Dosage:
 - Time to be given:
 - Dosage:

Adults giving medicine to children will

- 1) Check the permission form
- 2) Check dosage is correct (If unsure call parent)
- 3) Check medication in date
- 4) Check what time they were last given medicine
- 5) Ask the child their name and check name matches name on medication
- 6) Ensure another adult is present before they give medication. If necessary call A member of the Senior team or office team as witness. (Go to office or SLT office.)
- 7) Give medication
- 8) Ask child to sit down for a moment to check no reactions
- 9) Fill in medicine record and witness countersign

Additional Procedure for children having asthma pumps

Welfare Officer will

- 1) Check on ongoing basis that permission to administer asthma/self- administer asthma pump has been signed
- 2) That medication is up to date
- 3) Remind parents when expiry date is close

All staff will

Ensure children are accompanied by an adult to the welfare room to have their pump

TA's and the Welfare Officer will

- 1) Ensure they are given the correct named medication
- 2) Watch while the children self- administer
- 3) Record the number of puffs a child has in 'Record of medicines administered file (write self -administered as necessary) and record on slip for parents

NOTE

Slips to be left in file until end of the day and Welfare officer will distribute will distribute them.