



Procedure for Administering Medication and Storage & Disposal of Medicine

Procedure for Administering Medication

- The medicine in school form will be completed by the parent/carer and signed by a member of the SLT.
- The medicine should be handed to a member of the office staff by the parent/carer.
- The medication will be stored securely. (see below).
- The office staff will communicate with the responsible Teaching Assistant.
- Children are encouraged to take responsibility for administering their own medicine from an early age. They will be taken or sent to the office at the appropriate time by the class TA. The Responsible TA or office staff will supervise the child.
- If the child cannot administer their own medicine it will be done by the Responsible TA or a member of the office staff on a volunteer basis.
- If a child needs an asthma inhaler whilst in the playground a member of staff will go and get it from the classroom.
- The administration of the medicine is recorded.
- When a child refuses medicine the parent or carer will be informed the same day.

Storage and Disposal of Medicine

- The school will store medicine in the locked cupboard in the admin office walk in cupboard, or in a locked fridge in the medical room.
- Asthma pumps and EPI-pens are kept in classrooms in individually labelled boxes above the sink.
- All medication will be checked at the beginning of each term to ensure it is in date.
- Medicines that haven't been collected by parents at the end of each term will be returned to the parent/carer to arrange safe disposal.