



Administering of Medicine Policy

Approved by:	Cristy Nelson	Date: September 2023
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Last reviewed on:	September 2024
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Next review due by:	September 2026
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RATIONALE

There is a need for a whole school approach to the safe storage, administration and recording of medicines within school.

PURPOSE

To ensure that the correct procedure is followed when storing, administering and recording medicines. To enable children on both long term and short term medication to continue to attend school on a regular basis.

GUIDELINES

- No medicines should be administered unless a green medicines form (available from the office and filed in child's notes) has been completed and signed by the child's parent or guardian.
- The instructions on the labels of the medication should be followed.
- Recent legislation has recognised that children have the right to take responsibility about their welfare, therefore, wherever possible and safe, children should be allowed and encouraged to have access to their medication, e.g. inhalers, skin creams and antibiotics etc.
- Other medication such as Methylphenidate (Ritalin) needs much more careful control. They should be clearly labelled with the child's name, dose, time and method of administration, and expiration date. They should be stored within a locked cupboard in the office and a careful record kept of the date and time of administration. Where possible, it would be advisable to have the same person administering the medication on a regular basis, thus minimising the potential for error.
- Some medication, such as liquid antibiotics, need to be stored in the refrigerator in the office. This is more suitable than the fridges in the general areas as children do not normally have access to this one and there are generally adults in the vicinity for observation and supervision if required. Older children should be encouraged to administer their own antibiotics
- The application or administration of some medicines are of a more intimate nature e.g. suppositories and skin creams and would involve an invasion of the child's privacy. In these cases it is expected that a parent or guardian will come in at the appropriate time to perform these duties.
- Where necessary, staff will be offered training in dealing with medicines, their safe handling and administration. (See also Intimate Care Policy)

CONCLUSION

It is not possible to predict all situations, or list and give instructions for all medicines, but following these guidelines should ensure that we have a consistent and safe method of administering, recording and storing medicines within our school.