

Ewanrigg Junior School Managing Medication Procedure

Administering Medication

No young person under the age of 16 should be given medication without his or her parent's written consent. Any member of staff giving medicine to a young person should check:

- The young person's name;
- Written instructions provided on the prescription label;
- Prescribed dose;
- Expiry date.
- Permission form to administer medication is completed by parent
- Medicine Record sheet is completed and signed after medicine is administered
- Medicine is returned to parent at the end of the day
- If Medicine is in a packet, it is essential to photocopy the information leaflet and attach this to the Medicine Record Sheet

If in doubt about any of the procedures, the member of staff should check with the parents and/or a health professional before taking further action.

If a young person refuses to take any medication staff should not force them to do so. This should be recorded in the same way as administration of a dose would be recorded except that in the details column, refusal and any subsequent action should be recorded. Parents should be informed as a matter of urgency and if necessary emergency services should be called.

Staff authorised to administer medicines are: Miss Y Craig – Head teacher

Mrs K Dawson – Senior Learning Mentor

Mrs E Ditchburn – Business Manager

In the absence of these people, or in special cases, one of the following members of staff has volunteered to administer medication:

Mrs McGlasson, Mrs E. Jenkinson, Mrs H. Chilton, Mrs Y. Birkett Miss A Lancaster,
Mrs J Moir

Medication that a young person might need in an emergency should not be locked away - a few medicines, such as asthma inhalers or epi-pens for example, must be readily available to young people and NOT locked away. Many young people are allowed to carry their own inhalers but in deciding this, the age and aptitude of the young person concerned must be adequately considered. Other medicines should be kept in a secure place which is the **lockable medicine cupboard in Mrs Dawson's room** and not accessible to young people. Medication that needs to be kept in the fridge is stored in the **lockable fridge in Mrs Dawson's room**

C Dawson