



Administration of Medicine

Safe keeping of drugs

- 1 Pupils must hand in to the School Office any drugs they may need to take during the school day unless special arrangements have been agreed with parents.
- 2 Pupils with asthma may carry their own inhalers
- 3 School Office staff make provision for the safe storage of drugs and hand out doses of drugs as required.

Administration of drugs

- 1 Medication will only be given when a clear diagnosis exists and the implications of any condition on the pupil's education are clearly stated.
- 2 Suitably qualified personnel must sign health care plans.
- 3 Administration of drugs must be in accordance with the prescription. Any variation in prescriptions must be confirmed with medical personnel and not implemented solely on parental advice.
- 4 Drugs should be given to schools in the original, labelled container.
- 5 Any concerns about drug administration should be communicated directly to medical personnel not via the parent.
- 6 All administration of medication should be recorded.
- 7 Where pupils have a statement of special educational needs the administration of medication should be reviewed at least annually.
- 8 Where pupils have a statement of special educational needs there should be a protocol for the respective roles of teachers and non-teaching assistants and outside agencies.
- 9 Health personnel must demonstrate invasive means of drug administration.
- 10 Guidelines must be rigorously applied if the drug is uncommon, may carry side effects, where the application of the drug is invasive or intrusive or where withholding the treatment could result in serious illness or death.