



Policy Document:
Administration of Medication

As adopted by the Governors of North Ridge High School.

ADMINISTRATION AND SAFE STORAGE OF MEDICATION

ADMINISTRATION OF MEDICINE

No medication will be administered without prior written permission from the parents/carers.

Medication arriving in school must be in the original packaging complete with the labelled instructions stating;

- Name of pupil
- Prescribed dose
- Expiry date

Medication received in school must be given directly to the nursing team.

Dispensing of medication must be undertaken by two people and officially recorded and signed off

Class staff must only accept medication for pupils from the nursing/dispensing team who have dispensed and signed off the dosage

Emergency medication e.g. Midazolam must follow the pupil around school. Whilst in transit around school it is the responsibility of the supervising adult to keep it in their care. Under no circumstances should medication be left in the pupil's bag. Once in class, medication must be stored in a locked cupboard, the key must not remain in the lock but must be accessible to class staff in the event of an emergency. It is the responsibility of the supervising adult to hand the medication over to the next member of staff at the end of their duty.

SAFE STORAGE OF MEDICATION

Medication must be given directly to the nursing team in the medical room

Medication must not be passed to the nursing team on the school corridor

The nursing team are responsible for ensuring that all medication is kept in the locked medicine storage unit provided

The door to the dispensing room must be kept locked when the medical room is not in use

Medication taken to classrooms for dispensing must be stored in a locked cupboard, the key must not remain in the lock but must be accessible to class staff in the event of an emergency

Any medication not dispensed must be returned to the nursing team, in their room (not on the corridor) for safe storage, as outline above, or disposal

It is the responsibility of the class team/supervising adult to collect any medication, required to go home with the pupil, from the nursing team at the end of the school day

It is the responsibility of the supervising adult to hand medication going home with the student over to the transport escort/parent