

PROCEDURE FOR THE ADMINISTRATION OF MEDICATION TO STUDENTS

- 1 **All medicines to be administered** to pupils are to be stored in the lockable medicine cabinet in the file room [or in the staff-room should refrigeration be required].
- 2 **Medication will only be administered to pupils upon written approval of a parent or guardian being obtained.** Written approval must be provided using a format supplied by the school. The approval must include information as to dosage rates and time(s) of day medicine is to be administered.
- 3 **A record of every dose administered** is to be maintained in the "*Medicine Administration Register*" with the lockable cabinet in the filing room.
- 4 **The register is to be signed** by the staff member administering the medicine.
- 5 **In the interests of consistency**, wherever possible, the administering staff member should be a member of office personnel.

Board Approved:

Date: February 2019

Review: February 2022