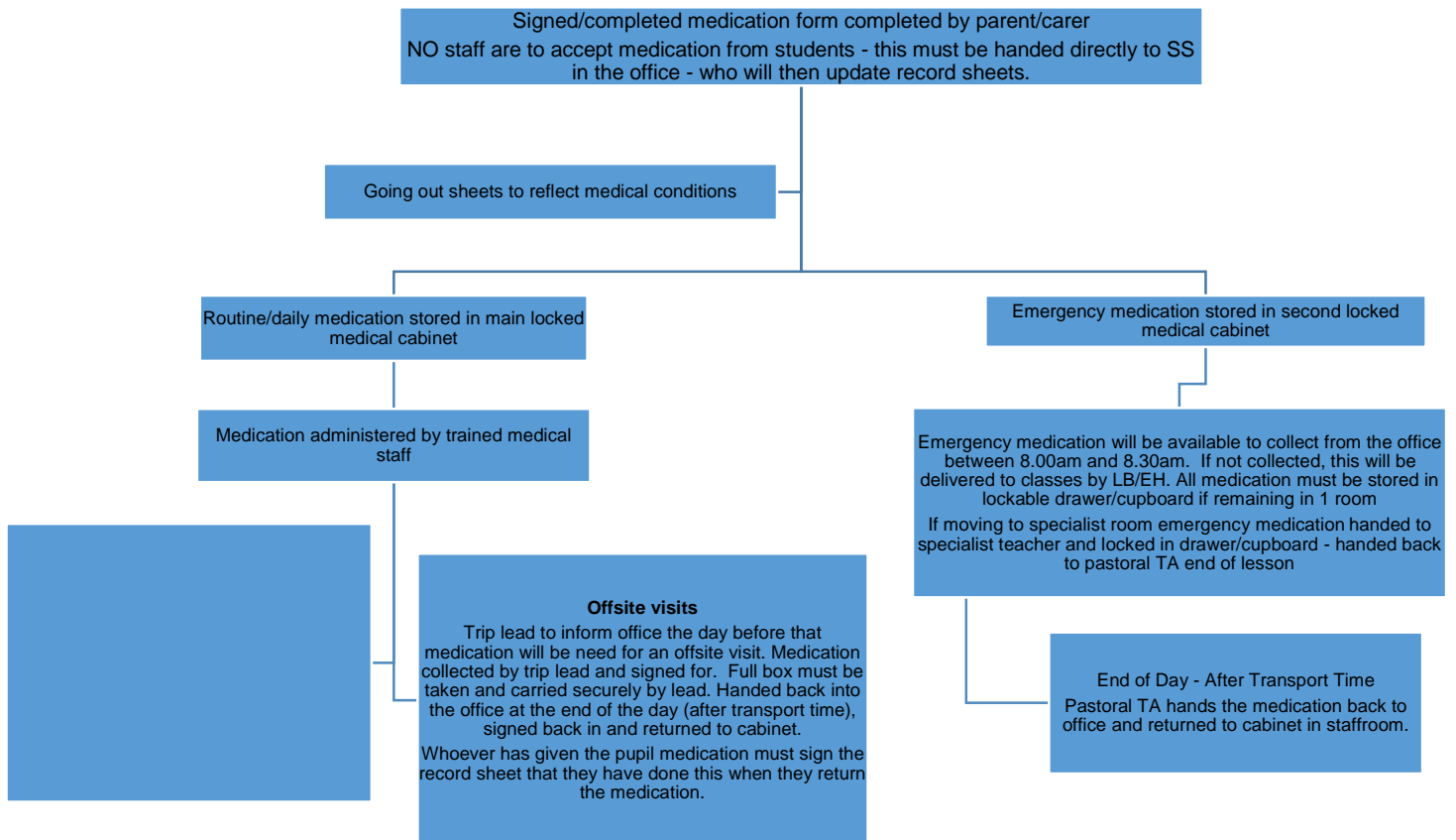


Medication Procedures

Please Note:

- NO medication is to be kept/stored overnight in classroom areas – ALL medication MUST be stored overnight in the locked medical cabinets in the staffroom.
- Medical Care Plans MUST be taken on all offsite visits. Medical Care Plans are kept as hard copy in the (green) file in the office.
- All medication will be given from the office window from 1.00pm. Pastoral staff are to ensure pupils go for their medication. The bell will sound at 1.10pm for those pupils who come for medication. If pupils are leaving school before 1.00pm, pastoral staff must see SS directly first thing in the morning to organise early administration.



- No emergency medication is required on buses – if an emergency occurs dial 999 and wait for ambulance unless in close proximity to hospital and it is safe to do so drive to hospital. Ring office staff who will contact SLT/parents.
- **Paracetamol** cannot be routinely given, if paracetamol is required consent to be sought from trained medical staff and parents. Paracetamol can only be administered in school AFTER 12.30 by trained medical staff. Administration of paracetamol will be recorded.

Quality assurance to be carried out by SS

- Cross reference consent forms against contents of medical cabinets – any obsolete medication or out of date medication to be removed and returned to parents (collection), where parents cannot collect Epinaay will return to chemist for disposal.
- Ensure boxes are fully labelled and reflect consent forms.
- SLT to carry out random spot checks of quantity against record sheets.
- New care plans to be added as they arise to the electronic record sheet by LB under supervision of SS.
- September –EP carries out a medication training audit and organises update training.