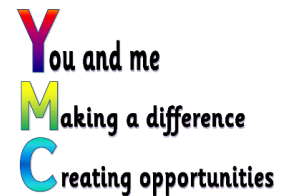




ADMINISTRATION OF PRESCRIBED MEDICINES



Any medication given in school must be done with the knowledge of the Head-teacher.

Any medication given in school must be given with parental permission.

All medication is kept in the locked cupboard in the nurse's room. NO MEDICINE should be kept in the classroom.

At the time of administration of the medication the label on the container should be checked.

The person administering the medication must record that they have done so in the medication record book which is kept in the office.

IF THERE IS ANY DOUBT ABOUT THE ADMINISTRATION OF ANY MEDICATION ADVICE SHOULD BE SOUGHT.

The school nurse will administer medication or liaise with the member of school staff who is to administer it.

HEALTH CARE PLANS

Health care plans are drawn up for all pupils in discussion with parents, medical professionals and the school nurse. The plans are kept in the individual pupil's file in the nurse's office and are known to all appropriate staff.

Some pupils have complex health needs and the guidance in the Health Care Plan must be followed.

<i>Review Date</i>	<i>Next Review</i>
July 2019	July 2020