



## **Administering of Medication Policy**

In agreement with the Governing Body, all medication stored and administered in Brinsworth Whitehill Primary School is at the discretion of the Headteacher or the person in charge of the school.

### Inhalers

With the permission of the Headteacher, inhalers for children in

FS are kept in the Foundation Stage Unit and administered as required under the supervision of a member of staff.

KS1 inhalers will be kept in the school office and again administered as required under the supervision of a member of staff.

KS2 children keep their own inhalers in the classroom medical box and administer the medication themselves under the supervision of a member of staff.

Inhaler administration will be logged on the Medication Log sheet and signed/witnessed by a member of staff.

The inhaler must be kept in a sealed bag, clearly showing the child's name..

### Other Medication

The Parent/Carer must seek the permission of the Headteacher or person in charge of the school.

In the first instance, we will ask the Parent/Carer to come into school to administer the medication. Where this is not possible we will:

1. Require the Parent/Carer to complete a medication authorisation form
2. The medication will need to be brought into school in the original bottle/container provided by the doctor/pharmacist and this should show clearly the child's name, type of medication and dosage.
3. The medication will be stored in the office on the medical shelf of first aid fridge, clearly showing the child's name
4. Any medication administered will be administered by a qualified first aider, logged on the Medication in School logsheet and signed by the person administering the medication and a witness who must also be a trained first aider.
5. An updated list of all pupils requiring medication will be clearly displayed in the school office and individual class lists in the front of each register.

If, on any occasion the Headteacher, or person in charge of the school decides that the administration of a particular medicine is unsafe in school then administration of that medicine will be refused.

Approved by Governing Body Autumn Term 2015.