



Protocol for the Administration of Medication

**PLEASE CAREFULLY FOLLOW THE STEPS BELOW BEFORE
ADMINISTERING MEDICATION TO ANY PUPIL**

1. Check that there is an 'Administration of Medicine' consent form which has been completed and signed by the parent.
2. With a colleague as a witness– verify that the details below match the details on the consent form and dispensing label (if prescribed medication) or dosage on the box/bottle of the medication :
 - Pupil's name
 - Pupil's date of birth
 - Dosage of medication
3. If the name of the medication OR dosage to be administered do not match the details on the consent form, contact the parents **before** any medication is administered. Ask the parent to follow up the correct details with an email to the school office. Ask the office to print the email so it can be attached to the consent form.
4. Wash your hands before any medication is administered.
5. Double-check the details on the consent form and dosage.
6. Whenever possible, administer the medication in a room/area where the pupil feels comfortable.
7. Once the medication has been administered, complete and sign the reverse of the consent form to show how much was administered, the date and time.
8. The member of staff witnessing the administration of medication must also sign the form to show they have witnessed.
9. Return the medication to the main school office/fridge/medical bag where it was stored.