



OXLEY PARK ACADEMY

Medication Administration Protocols

STEP 1 Notification of medication requirements is received detailing the name of the pupil, name of the medication with required dosage, administration times and storage details.

STEP 2 A consent form (a form of indemnity) is completed to enable the academy to administer medication which should be signed off by the pupil's parent/guardian and designated member of academy staff.

STEP 3 Where appropriate, a care plan is compiled and supplied to academy by a suitable health care professional.

ADMINISTRATION PROTOCOL

STEP 1 Pupil arrives or is sent for, to enable administration of medication at due time.

STEP 2 Another member of staff is available to witness administration of medication.

STEP 3 Check the administration sheet to ensure the medication has not already been administered.

STEP 4 Confirm pupil's name and check administration sheet to identify required medication and parent/guardian consent.

STEP 5 Check medication label to confirm pupil's name, medication name and dosage.

STEP 6 Administer medication as detailed in agreed consent form with witness present & watching.

STEP 7 Complete all fields of medication administration sheet.

Reviewed: Spring 2016

Review cycle: Annual

Next review: Spring 2017