

APPENDIX 4

ADMINISTRATION PROTOCOL ON TRIPS AND VISITS

STEP 1- Take all relevant information from office.

STEP 2 – Ensure all medication is stored in a safe place.

STEP 3 - Read through the information with the pupil confirming name, medication and dosage.

STEP 4- Before administering medication ensure there is a second person is present to verify everything is as per procedure

STEP 5- Sign, date and countersign record sheet