

Covid19 Addendum – Medication In School

1. Storage of Medication:

- Any medication such as inhalers, antihistamine, epi-pens will be kept in the classroom of the child's 'bubble' in a locked cupboard or drawer.
- Parents will give the medication to the bubble teacher in a named sealed bag or box. The parents will also provide a completed 'Agreement for the Hawthorns Primary School to administer medicine' form.

2. Administering Medication:

- If a child is able to administer the medication themselves they should do so.
- If this is not possible, the supervising adult will wash their hands thoroughly and then administer the medication wearing plastic gloves, plastic apron and a face mask.
- Details of the child, the medication and dosage should be logged on the form provided in the First Aid kit in the classroom (even when the child has administered their own medication)
- If a child has been prescribed antibiotics which require refrigeration, they will be kept in the Year 3 Medical Room and the child will be accompanied to this room by a supervising adult, maintaining a distance of 2 metres. If a child is able to administer the medication themselves they should do so. If this is not possible, the adult will administer wearing plastic gloves, plastic apron and a face mask. All surfaces should be wiped with antibacterial spray and the adult should wash their hands thoroughly.

3. Monitoring Medication:

- Children with medical conditions and or medication will be highlighted on the bubble registers.
- The Health & Safety Administrator will check the bubbles every Monday to ensure that any new children added to bubbles with medical conditions have been highlighted.
- The Health & Safety Administrator will ensure that the relevant Health Care Plans are provided for each teacher of a bubble.
- The Health & Safety Administrator will collect the completed parent forms every Monday and file.