



## PRENTON HIGH SCHOOL FOR GIRLS

### PROCEDURES FOR ADMINISTRATION OF MEDICINES

1. Parents / carers should provide full written information about their child's medical needs.
2. Prior written agreement should be obtained from parents/carers for any medicines to be given to a child and this should be done using the '**Request to Administer Medication Form**'.
3. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber or where medication is linked to a student medical plan (including short term).
4. All medicines should be provided in the original container as dispensed by a pharmacist and should include the prescriber's instruction for administration. In all cases this should include: Name of child, name of medicine, dose, method of administration, time/frequency of administration, any side effects and expiry dates.
5. The information contained within the '**Request to Administer Medication Form**' should match the information on the container. Where any discrepancies appear, parents should be contacted for further information / written approval.
6. It is the responsibility of parents to advise of changes in medication and dosage and this should be done by submitting a revised '**Request to Administer Medication Form**'
7. Staff should **never** give a non-prescribed medicine to a child unless this is part of an individual Student Medical Plan, involving specific prior written permission from the parents/carers.
8. A child under 16 should **never** be given aspirin unless prescribed by a doctor (National Guidance).
9. All medication should be kept in a locked cabinet in the Main Office.
10. The following members of staff have received training in administering medication: Helen Sanderson, Alison Marshall, Sandy Denton, Laura Bratherton, Ellie Watson, Vicki Heathcock.
11. In the unlikely event that none of the above are available and where timing of medication is essential, parents should be contacted to advise.
12. Administration of medication should be recorded on a '**Record of medicines administered to children**' form.
13. All documents relating to the above should be kept securely with the main office team.

Request to Administer Medication Form can be found here:

<https://forms.office.com/e/pPrnBNVeR3>