

Castleton&Glaisdale Federation

Administration of Medication Policy November 2015

Overall Aim of Statement

To ensure safe administration of medication.

Specific Objectives and Procedures

Medication will only be administered following the completion of form Med 1. This will be only in the case of medication, which would normally be administered by parents/guardians. This does not include inhalers, which are kept with individuals and used as and when required. (Parents to complete self-administration for Med 3 – see below).

Records

Records will be kept in the 'First Aid' section of the filing cabinet in the office, (Form Med 2). They will be kept for 6 years for adults (from the date of entry) and DOB plus 24 years for children.

Access to Medicines

Medication will be kept and administered in the office.

Disposal of Medicine

Unused/out of date and empty medication is returned to the surgery. This is checked termly.

Hygiene and Infection Control

All staff have had some form of hygiene training and this is shared with children. Children are made aware of how to prevent spread of disease by hand washing etc. Contact is made with the Doctors' surgery as and when necessary regarding possible infectious diseases and information relating to these is kept on file.

Emergency Procedures (see attached)

Administering

- If a child refuses to take medication, parents will be contacted immediately
- Children will only be allowed to take their own medication under supervision and with written consent from parent/guardian, (completion of form Med 3 – in the 'First Aid' section of the filing cabinet in the office).

References to other relevant policies: Health and Safety Policy

Review November 2018