



Medical Policy and Procedures – Appendix 5 Medication Procedure

Procedure for administration of medication by trained staff

- Pupil arrives at dispensary
- Responsible member of staff acquires keys and admits the pupil
- Staff member checks against pupil's name in Drugs Sheets file, which details type of medication[s]; time of administration; dosage
- Use keys [behind dispensary door] to gain access to secure medication cupboards/fridge.
- N.B. Staff training includes knowledge of where various forms of medication are kept, and which key provides access.
- Ensure medication is correctly named for pupil
- Administer as detailed on drugs sheet [see DOSE section]
- Sign under the appropriate date and time the dose was given
- Return file to shelf above fridge
- Lock cupboard/fridge and replace keys on hook behind dispensary door
- Lock dispensary door and replace key
- Return pupil to class or elsewhere as appropriate