



*Making a Difference*

Phoenix Park Academy

## Administration of Medicine on Site

There are strict protocols regarding students accessing medication during the school day.

These are:

- Only doctor prescribed medicines, i.e. those with a white pharmacy label which states the student's name and instructions for administration can be given to students.
- Medicines must be handed into reception with clear instructions for use, for recording and safe keeping.
- Staff can only witness and record the time at which medication is taken. They will not give the student medication.
- It is parents/carers responsibility to ensure medication is correctly supplied at the Academy and that all medication is in date.
- Any medication not collected from the Academy prior to the summer holiday will be disposed of.
- Parents / carers must keep the Academy informed of changes to medication.
- These protocols apply to all medicines.

Parents / carers are welcome to come into the Academy during the day to administer medicines if necessary. Those wishing to do this should contact school stating to make appropriate arrangements.

Those staff involved in witnessing medication administration should undertake some quick checks prior to allowing students to take medication:

- Is the student taking the right medication?
- Is the box / label clear with instructions on how to take?
- Is it locked away?
- Is the medication in date / running low?
- Have staff signed and timed the correct recording sheet?

This process must be followed by all staff each time medication is administered in school.