

Guidance for Staff for the administration of Medicines

Only staff with managing medicines training are to agree to administer medicines with parents/carers.

Prescription medicines:

- Needs to be administered 4 or more times a day
- Has Pharmacy label and PIL (Patient Information Leaflet)
- Complete Template C with parent/guardian
- Record when medicine is given on Template D

Piriton or Calpol school stock:

- These will be held in the medical room in the huts in the white locked cabinet
- Check child's name is on the consent list, these can be found in Reception, the Medical room or with Mrs Lashwood.
- Verbal consent is not sufficient.
- A call must be made to parents to check it is ok to give medicine
- Record when medicine is given on Template E
- Complete the medical bracelet and put on child's wrist.

Piriton

Can be administered for:

- A mild allergic reaction (for example, itchy eyes or skin, rash or/and redness of the skin or eyes.
- A rash anywhere on the body
- **NOT FOR SWELLING OF LIPS OR MOUTH**
- **NOT AS A PRECAUTIONARY MEASURE FOR HAYFEVER**

The child must be monitored for further reaction.

Piriton can cause drowsiness staff should consider the activities the child engages in.

Calpol

Can be administered for:

- A temperature
- Toothache
- Cold symptom's

Calpol will not be administered as a precautionary measure.

Update to procedures September 2020

A second member of staff must be present when medicine is given to check the proposed dose matches the label and child's age.