



RECEIPT & STORAGE OF MEDICATIONS

- Medication can only be accepted in the original packaging and with a pharmacy label clearly stating name, dose, time and is in date.
- Parents/carers have received a letter outlining the requirements for medications.
- Check if the medication is for residences – give to Head of Care, or school - give to School Nurse. If the School Nurse is unavailable, give the medication to the designated key holder (Mel or Julie Gibbons) who will lock it in the medicine cabinet and sign the in/out form.
- The person storing the medication will check that the label on the bottle or packaging match the authorisation form. **Never** transfer medications from one container to another and **Never** alter the labels.
- Emergency medication i.e. Buccal Midazolam & Ventolin, will be kept in the locked cupboards in the individual child's registration class (apart from Little Oaks, where it is kept in the medical room). It is good practice for 2 staff to sign for all medications.
- Medications need to be signed for on receipt and when sent home. (Medication does not need to be signed out/in if a child is going offsite on a school visit with staff).
- Any prescribed medication brought in without a green 'authorisation to administer' form may only be given if parents/carers have given clear written directions in the child's home/school diary, on the agreement that a green form will be sent home for them to complete and return for the next school day.
- Any non emergency medication that a child brings in from or takes home or to offsite respite will be clearly labelled and stored in the locked medicine cabinet in the treatment room. It will be necessary for the staff escorting children from home/class to bring/collect the medication on their way to/from transport.
- **Controlled drugs** – will be stored in the same manner and must always have two signatures with a running total of the medication.

Revised:
October 2013

Ref: DoH Managing Medicines in
Schools
&
NHS Devon Policies