



# Administration of Medicine: Procedures



## On Arrival

1. Parent/Carer to complete green 'Parental Agreement to Administer Medicine' form.
2. Staff to check all relevant boxes completed and that ALL medicine has child's name clearly marked on it – with relevant spoon, syringe etc.
3. Parental Agreement to Administer Medicine' form to go in front of Medicine file.
4. Add child's initials and information to whiteboard in Office.
5. Put note in child's register to inform Teacher of need for a Teaching Assistant to bring child to Office at specified time(s).
6. If required, place medicine in fridge.

## Administration

1. Bring 'Parental Agreement to Administer Medicine' form and file to the child and the Teaching Assistant, with the medicine.
2. Check name on medicine, write details onto current sheet and sign.
3. Check name of child.
4. Check dosage.
5. Check route.
6. Check time.
5. Give medicine.
6. Ask Teaching Assistant to sign sheet, therefore, witnessing procedure.
7. Return medicine to fridge and file to Office.
8. Tick off on Office whiteboard.