



Guidelines for Administering Medication on School Day Trips and Residentials

Formally adopted by:-	The Clare School
On:-	19th January 2021
Headteacher:-	Rebecca Wicks
Last updated:-	Spring Term 2021
To be reviewed:-	Spring Term 2022

A suitably trained member(s) of staff should be identified to be responsible for the administration of medication during a school trip.

When planning a school trip, consideration should be given to which children require emergency or prescribed medication during the school day and staffing planned accordingly.

For emergency medication (Buccal Midazolam) the designated member of staff should collect and sign out/in the medication from the locked cupboard in the classroom. The child's care plan must also be taken, as this contains the signed consent of the parent/guardian and Consultant Paediatrician to administer the medication, the record of administration form, and the individual treatment plan for the child.

For prescribed medication, medication can be collected from the locked cupboard (classroom or medical room) prior to the trip. The Form Med 1, the Record of Administration Form and the labelled container of medication must be taken out with the child. Syringes/medicine spoons will be provided.

The procedure for administration listed below is followed. This is to ensure the correct medication in the correct dosage is given to the right child. A designated staff member must sign out/in medication taken.

Ensure safe handling of medication at all times/never leave unattended. Return medication and Form Med 1 to the appropriate medicine box in the locked cupboard on return to school.

PROCEDURE FOR ADMINISTERING MEDICATION

Two members of staff should always be present for checking and the administration of medication.

1. Check form Med 1 is completed, signed and in date.
2. Check details on the medication container (child's name, name of medication, dosage) are the same as on Form Med 1.
3. Check expiry date of the medication - do not give medication if it has expired. (If you notice the expiry date is approaching, please inform parent/guardian to allow them to provide a new supply).
4. Give medication via the correct route (e.g. by mouth, by gastrostomy). N.B. Only staff who have received gastrostomy and administration of medicine training who hold a valid Certificate can administer medication.
5. Complete the Record of Administration form.

Policy Review

This policy is available for all staff (held in the School Policy folders). It is available, upon request, to the Governing Body, Parents, Stakeholders and interested parties.

