

When issuing medication the following procedure should be followed.

- The reason for giving the medication must be established.
- Check whether the pupil is allergic to any medication.
- Check whether or not the pupil has taken any medication recently and, if so, what (e.g. paracetamol must not be taken more frequently than every four hours, and the maximum dose in 24 hours for that age group, printed on the pack, must not be exceeded). **If unsure if any medication has been taken always check with the Medical Centre before dispensing.**
- Check whether or not the pupil has taken that medication before and, if so, whether there were any problems.
- Check the expiry or "use by" date on the medication package or container.
- The pupil should take the medication under the supervision of the person issuing it.
- Record the details – the name of the pupil, the reason for the medication, the nature of the medication, the dose, the date and time. These must be recorded immediately in the relevant written record with the person administering the medication signing and dating any written record.
- Prescribed medications should be issued to the pupil for whom they have been prescribed (i.e. the named pupil on the label of the box or bottle). Prescribed medicines must never be used for other pupils and labels must never be changed.
- **The Medical Centre should also be informed of any medication given to pupils.**

Reviewed 25th January 2008