



Guidelines for Administering Medication at Oaks Primary Academy

The following is a guideline to the administration of medication at Oaks Primary Academy. Please refer to the trust's full policy on 'Supporting Students with Medical Needs' for further information.

- Only medication prescribed by a doctor will be administered.
- All medication must be clearly named and in the original packaging.
- School staff are not contractually bound to administer medication and will do so at their own discretion. Office Staff will check whether the class LSA is willing to administer medication prior to parents completing the consent form.
- Parents are required to bring medication into the School Office and complete a consent form.
- Office staff will give signed consent form and medication to class LSA.
- It is the duty of the LSA to ensure that any medication is stored appropriately and securely throughout the day. All medication should be stored securely and in accordance with prescribed instructions.
- Every time a member of staff administers medication they must complete the attached record log.
- All medication must be delivered to and collected from the School Office by the parent.
- Staff will require training for any emergency response medication before they can administer it in school. For example: Epipen; Epilepsy; Diabetes