

IBTS – EASY READ – Administering Medication 2026

Medication Administration: Site Protocol

1. Core Requirements for All Medication

- **Written Consent:** No medication can be administered without a completed "*Permission to Administer Medicine Form*" signed by a parent or carer.
- **Two-Person Rule:** Two members of staff must be present during administration—one to administer (or witness self-administration) and one to verify.
- **Labeling:** All medicine must be in its original container, clearly labeled with the child's full name, dosage, and expiry date.

2. Prescription vs. Non-Prescription

- **Prescription:** Staff only administer medication prescribed by a doctor, dentist, nurse, or pharmacist.
- **Aspirin:** Any medication containing aspirin must be prescribed by a doctor.
- **Non-Prescription:** Requests are assessed case-by-case after discussion with parents. Written consent must still include the specific name, strength, dose, and frequency.

3. Safe Storage and Handling

- **Security:** Store all medicines in the designated locked cabinet or a secure refrigerated container if required.
- **Emergency Access:** Ensure medication is accessible immediately in the event of an emergency.
- **Checks:** Staff must check the expiry date and condition of the medicine before every use.

4. Mandatory Administration Steps

Before giving any medication, the designated staff member must:

1. Verify the written consent form.
2. Confirm when the child received their last dose.
3. Record the administration immediately in the Medication Log.



4. **Refusal:** If a child refuses medication, do not force them. Record the refusal and contact parents immediately.

5. Special Cases and Long-Term Care

- **Specialist Training:** Medications like EpiPens or insulin require specific training. Only staff who have completed this training may administer these treatments.
- **Healthcare Plans (IHPs):** Children with chronic conditions must have an Individual Healthcare Plan provided by a professional, outlining symptoms and emergency steps.
- **Changes:** Any change in dosage or frequency requires a brand-new consent form.

6. Record Keeping

- **Parental Notification:** Parents must be informed on the same day medication is given.
- **Sign-Off:** Parents must sign the Medication Log when collecting the child.
- **Retention:** All logs and forms are kept securely for at least three years after the child leaves the school.

Policy Status

- **Last Reviewed:** June 01, 2026
- **Next Review Due:** June 01, 2027
- **Owner:** Ben Whiteside, Director
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ALL PARENTS WHO WISH FOR CHILD TO BE ADMINISTERED MEDICATION MUST FILL THIS OUT:

