

Annex A – Process for Administering Medication

1. Parents/Guardians to complete and sign 'Agreement to Administer Medicine' form which will provide the necessary consent to all trained Hope House School (HHS) staff to administer medication to the child during their school day. The completed form must be filed in the Red Medication File under the child's name and stored in the Medical Room confidentially.
2. Parent/Guardian to sign and complete a 'Medication Handover Form' which is to be given to the driver/escort/HHS staff, who must then sign to declare the medication is in their possession. This form and the medication must then be checked and witnessed by two HHS staff who will fill in a Medication Administration Record (MAR) Sheet.

The Medication Administration Record will detail;

- 2.1 The name of the child who the medication belongs to.
- 2.2 The name of the medication.
- 2.3 The dosage to be administered.
- 2.4 The number of tablets arriving in school.
- 2.5 The expiration dates.
- 2.6 Instructions as per the prescription note and parent/guardian.

The MAR sheet will also be filed confidentially in the Red Medication file in the Medical Room.

3. The medication arriving in school must be checked in by two HHS staff and locked in the Medication cupboard in the Medical Room and paperwork completed as above.
4. Each time medication is administered to a child in school the 10 Rights for Medication Administration must be adhered to;
 - 4.1 Right person/child
 - 4.2 Right medication – expiry date
 - 4.3 Right dose
 - 4.4 Right time
 - 4.5 Right route
 - 4.6 Right reason- check they understand what the medication is for
 - 4.7 Right documentation
 - 4.8 Right to refuse
 - 4.9 Right assessment – check person/child actually needs the medication
 - 4.10 Right evaluation – ensure the medication is working the way it should.

5. Each time medication is administered to a child in school, two HHS staff must witness, complete and sign the child's MAR sheet in full and also complete the black medication logbook for that day.
6. SMT will perform a monthly check of all medication kept in school, the expiry dates, agreement forms, handover forms and individual MAR sheets.
7. Medication must be given back to parents/guardians;
 - 7.1 When a child no longer needs to take a particular type of medication.
 - 7.2 The child is leaving school.
 - 7.3 The medication has expired so the parents can dispose of it.