

Medication is administered by Oakham staff as a goodwill gesture.

- Only medication prescribed by a doctor will be dispensed in school and only if it has to be administered 4 times a day, if it is 3 times it can be done before school after school and before bedtime.
- All liquid medication/tablets will be administered, in the first instance, by the Deputy Headteacher or Head Teacher but in their absence, another member of the School Team will administer the medication.
- A Parent/Carer must complete and sign a 'Request to Administer Medication form' at the school office. The record sheet will be updated daily and forms will be retained in the pupils file for the duration of their education at Oakham.
- All medication in school will be kept in the designated medicines fridge in the Resources room.
- Reception and Key Stage 1 pupils with inhalers will visit the school office to use puffers/spacers. Key Stage 2 pupils are responsible for their own inhalers and should be kept in classrooms in a designated storage box. Nursery inhalers are kept in the designated first aid cupboard.
- Medication will be administered between 12-1:10pm. If a medication has to be administered outside this window then school **would not** be able to facilitate this but parents and carers could attend school to give their child their medication.
- The Deputy Headteacher/other authorised member of the school team and an additional member of staff will verify pupil identity and medication to be administered.
- Both members of staff will date and sign each individual pupil's 'Request to Administer Medication' form.
- Parents/Carers are responsible for collecting medication from the school reception office at 3.30pm and disposal of leftover medication at the end of the prescribed course.