**STAFF RESPONSIBILTY FLOW CHART**

**Medication brought to the school office:**

*Senior First Aiders to complete/supervise completion of the form.*
*Appendix 1*

*The following people have been agreed by the Head teacher and First Aid & Medical Lead to accept medication into school:*
*Mr R Madeley – Medical First Aid Lead* *Miss M Hitchen – Senior First Aider*
*Mrs S Curzon – Main First Aider* *Miss J Kendrick – Main Frist Aider*
*Mrs J Smith – Paediatric Main First Aider*

**Completed forms given to volunteer to administer/supervise the administration of medicine:**

*Any member of staff who has volunteered (see First Aid Policy), preferably staff near the child to minimize disruption.*
*(A discussion will take place between the Medication Acceptance First Aider and the volunteered member of staff about the instructions of the medication which are stated on the form filled out by the parent Appendix 1)*

*Volunteered Staff should follow the following points when administering any medication.*

1. *Check the name on the bottle of medication.*
2. *Check the school medicine record form to see if it has already been administered.*
3. *Check the dose stated on the form*
4. *Give the medication*
5. *Record the date, time and Sign with Initials to confirm the administration of the medication.*
6. *Return medication to the appropriate storage area.*

**Complex needs or medical care plan needed:**

*Please contact the First Aid & Medical Lead or Senior first aider to take over the completion of the forms and discussion with parents.*

**Agreement/Queries:**

*If the main first aider has any concerns or cannot reach agreement with either the parent/guardian or another member of staff, please seek advice from Mr. R Madeley, Miss M Hitchen or a member of the SLT, preferably the Operations Lead or Head Teacher.*