



Appendix A – Receipt and Storage of Controlled Drugs

Please note that medication will only be accepted if it meets the criteria below:

All prescribed medicine(s) must be in the original container as dispensed by a pharmacist and should be clearly labelled with the following information (which must be checked each time the medication is administered):

- The pupil's name and identification details (date of birth);
- The name of the drug;
- The prescribed dose and times(s)(Parents are asked, wherever possible, to request that the GP prescribes the smallest number of doses per day);
- The expiry date (where there is no expiry date the medication should have been dispensed within the last 6 months)
- Written instructions provided by the prescriber on the label or container, eg if the medication needs to be stored in a refrigerator;
- The pharmacist's details and notes attached to show the date the prescription was issued.
- NB: The label "To be taken as directed" does not provide sufficient information. Precise information must be supplied.

Name of Pupil:		Name of Medication:		Dosage to be administered:	
School:					
Date medication received :			Amount of medication received:		
Provided by: (parent name)		Received by: Staff member name		Witnessed by: Staff member name	
Parent signature		Staff member signature		Staff member signature	
Daily Medication Check:					
Date:	Amount of medication in lockbox:	Name and signature of staff member 1:		Name and signature of staff member 2:	
Date:	Amount of medication in lockbox:	Name and signature of staff member 1:		Name and signature of staff member 2:	
Date:	Amount of medication in lockbox:	Name and signature of staff member 1:		Name and signature of staff member 2:	

