



Medication Administration Policy: Prescribed Medication with Parental Approval

Pinnacle AP will not administer medication unless it is prescribed and parents' permission has been given in writing.

1. Parent/Guardian Approval:

Written consent from the parent or guardian must be obtained prior to any prescribed medication being administered. This consent should include:

- Name of the student.
- Name of the medication.
- Dosage and frequency of administration.
- Reason for medication.
- Any specific instructions or potential side effects.
- Date and signature of parent/guardian.

2. Prescription Medication:

- All prescription medication must be in its original container, clearly labeled with the student's name, medication name, dosage, and prescribing physician's instructions.
- Medication will be stored securely in a designated, locked cabinet, accessible only to authorized personnel (e.g., trained first aiders, school nurse if applicable).
- A record of each dose administered will be maintained, including the date, time, dosage, and the initials of the person who administered the medication.

3. Self-Administration:

- Students may be permitted to self-administer certain prescribed medications (e.g., asthma inhalers, epipens) if deemed competent by a medical professional and with written parent/guardian and physician approval.
- A record of self-administration should still be maintained.

4. Emergency Medication:

- For emergency prescribed medications (e.g., epipens for severe allergies), their location will be clearly communicated to relevant staff, and they will be immediately accessible.
- Staff trained in the use of such emergency medications will be available.



5. Disposal of Medication:

- Unused or expired prescribed medication will be returned to the parent/guardian. If this is not possible, it will be disposed of safely and in accordance with local regulations.

6. Communication:

- Any concerns or changes regarding a student's prescribed medication will be communicated promptly to the parent/guardian.
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First Aid Policy for Students Attending Pinnacle AP

1. Purpose:

To ensure the health, safety, and well-being of all students attending Pinnacle AP by establishing clear guidelines and procedures for providing first aid in case of injury or illness.

2. Scope:

This policy applies to all students, staff, and visitors at Pinnacle AP.

3. First Aid Personnel:

- Designated staff members will be trained in first aid and CPR, and their certifications will be kept up-to-date.
- A list of trained first aid personnel and their contact information will be prominently displayed in key areas.

4. First Aid Facilities and Equipment:

- A well-stocked first aid kit will be readily available and easily accessible in a designated area.
- The first aid kit will be regularly checked and restocked.
- Emergency contact numbers for parents/guardians, emergency services, and local hospitals will be clearly displayed near the first aid kit and in relevant staff areas.

5. Procedures for Administering First Aid:



- In case of injury or illness, the nearest available staff member will assess the situation and provide immediate first aid as necessary.
- For serious injuries or illnesses, emergency services (e.g., ambulance) will be called immediately.
- Parents/guardians will be notified as soon as possible about any injury or illness sustained by their child.
- A detailed record of all first aid incidents will be maintained, including the date, time, nature of the injury/illness, treatment provided, and any follow-up actions.

6. Medication Administration:

Pinnacle AP will not administer medication unless it is prescribed and parents' permission has been given in writing. (Please refer to the separate "Medication Administration Policy: Prescribed Medication with Parental Approval" for detailed procedures on medication administration.)

7. Accident Reporting:

- All accidents, no matter how minor, will be reported to Rhonda Thomas recorded in an accident log.
- Serious incidents will be reported to the relevant authorities as required by law.

8. Prevention:

- Regular risk assessments will be conducted to identify and mitigate potential hazards.
- Students will be educated on safety procedures and encouraged to report any unsafe conditions.

9. Review:

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with current regulations.

Date written 5/5/26

Review 5/5/27