

Medicines Policy

There will be times when both staff and students will need to take medications during school hours.

The Nurses keep a stock of over-the-counter medicines for common ailments, such as colds, mild/ moderate pain and hay fever, as well as some basic homeopathic remedies, such as arnica cream. Parents are asked to indicate consent in writing for the Nurse to administer these medicines as required, when their child joins the school.

Any medication given in school is recorded by the Nurse in the student's electronic medical records. The nurse will inform parents, (either by telephone or through message / homework diaries) of any girls given medication in the junior school.

If the nurses are unable to get to the junior school, staff may administer medication to the girls under the direction of the school nurse.

Prescribed Medicines / medicines not stocked by the school

Medicines should only be brought into school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.

In order to safely administer these medicines, it is essential that parents complete a Medication Administration Consent Form (Appendix I) and send it in with the medication (in its original container) to the school office / medical room at the start of the day.

Medication Administration Consent Forms can be printed from Appendix I or collected from the school office. These forms give consent for the school nurses or specific members of staff named on the form to administer the medication as prescribed.

These forms can also be used when medications need to be administered on school trips.

Staff administering medicines must complete and sign the reverse of the form.

Used forms must be given to the school nurses to be filed in the student's medical notes.

Girls are not to carry any medicines on their person during school hours. The exceptions to this are, asthma inhalers, epi-pens, and insulin. Please see the relevant policies for further details.

Parents must ensure that any medicines provided for use at school are in date and replacements are sent in prior to their expiration. Expired medicines cannot be administered.

Storage of Medicines

Medicines are stored in a locked cupboard in the Medical Rooms both at the senior and junior schools. However some medication (inhalers, epi-pens, insulin) must be readily accessible in case of emergencies.

Some medicines, particularly antibiotics, may require refrigeration, and others such as methylphenidate (Ritalin) must be stored in a double-locked cupboard in accordance with the Dangerous Drugs Act.

Mrs Tas Franklin
Senior Nurse
June 2017

Appendix 1

Medication Administration Consent Form

The School will not give your child medicine unless you complete and sign this form.

Name of School	
Name of child	
Date of birth	
Form	
Allergies	
Medical condition or illness	
Name/Type of medicine (as described on the container)	
Date dispensed	
Expiry date	
Dosage and Method	
Times and dates of administration	
Special precautions	
Any known side effects	
Self administration	Yes/No
Who is to administer medication	
Procedures to take in an emergency	
CONTACT DETAILS: Name	
Relationship to child	
Daytime telephone number	

I accept that this is a service the School is not obliged to undertake.
I understand that I must notify the School of any changes in writing.

Signature(s)

Date

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