

13d ADMINISTRATION OF MEDICATION POLICY FOR TRURO SCHOOL (S)

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Created by: Barbara Trevail and Mel Corden-Lloyd(School Nurses)

A. Introduction

At Truro School we adhere to the following procedure when considering the administration of medication.

The school has a clear Medical Policy understood and accepted by staff, parents, and pupils which provides a sound basis for ensuring the proper and safe administration of both prescribed and over the counter (OTC) medications. All qualified nursing staff will comply with the Nursing and Midwifery Council Guidelines for the administration of medicines.

B. Medications

B.1 Administration

Medication should be administered by the Medical Centre Staff in accordance with the Medicines and Lotions Protocol.

There is an approved list of those medications stocked and regularly used, with indications for use, contra-indications, dosages and side-effects.

Pupils suffering from occasional discomfort such as headache or period pain sometimes ask for painkillers e.g. Paracetamol or Ibuprofen in line with the schools Medicines and Lotions Protocol. These simple medicines may be used by qualified staff to treat minor ailments.

For all prescribed medication dosage must always be in accordance with the instructions specified on the medication and only to the pupil for whom they have been prescribed. Complete records should be made of medication given (See section on recording and monitoring of medication)

B.2 Consent

The need for written agreement from parents/guardian for administration of any medication must be obtained. This is achieved through the signed consent for administration of simple medication given by parents on the Medical Questionnaire completed on entry to school.

B.3 Chronic Medical Conditions

Where pupils have chronic conditions the school needs to have information about these so that a care plan can be considered and staff in the Medical Centre can be involved in their care including the administration of prescribed medication.

B.4 Pupils carrying and taking medication

In Truro School pupils are advised to bring all prescribed medication to the Medical Centre where it can be safely stored and administered in accordance with the prescribed dose. Medication must be in the original container and clearly marked with the pupil's name.

B.5 Recording and monitoring of Medication

Records should be properly completed, legible and current.

Administration of a pupil's medication should be entered on their individual record cards and should include a date, time, strength of drug and dosage. This entry should then be signed by the qualified medical centre staff.

The administration of medication should be correctly recorded and medication should only be administered by qualified or fully briefed members of staff.

A record should be kept of medication sent on residential trips. Staff in charge of residential trips should inform the Medical Centre of the pupils they are taking and ask to be briefed fully by the School Nurse staff prior to the trip.

B.6 Storage and access to medication

All medications are stored in a locked cupboard behind two locked doors. This room is locked when staff are not in the Medical Centre.

B.7 Short term medical needs

Some pupils who are well enough to return to school may need to finish taking a course of medication. The medication must be brought to the Medical Centre at the beginning of each day with clear direction of administration. It is then the pupil's responsibility to arrange leave from lessons to attend the Medical Centre for the appropriate administration and the final collection of the medication.

B.8 Administration of medications by boarding staff

Any medication should be given in line with the guidance in the Medical Handbook for Boarding.

B.9 Storage of medication in boarding

Any medication in the boarding house should be stored in line with guidance in the Medical Handbook for Boarding.

B.10 Administration to save a life

In an extreme emergency e.g. an anaphylactic reaction, certain medications can be given for the purpose of saving a life.

For example the administration of adrenaline by injection (1:1000) as directed in the Anaphylaxis Policy.