

MEDICATION POLICY (FOR HOUSEMISTRESSES)

It is the policy of the school that certain named medicines (Appendixes A & B) are dispensed by the Registered Nurse (RN) to the Housemistresses (Hsm) of all year groups. The RN checks the name of the drug, strength and number and records these details along with the date and time of handover. The Hsm signs that she receives them.

There is a RN on duty at the School Medical Centre 24 hours a day during term time. Parents give signed consent for 'over the counter' medications to be given at the discretion of the nursing staff who are working within the strict guidelines provided by the School Medical Officer. These consents form part of the confidential medical questionnaires completed by parents. In the rare case of parents refusing consent, the Hsm would be notified.

Storage of Medicines by the Housemistress

It is the responsibility of the Hsm to ensure that all medications issued to her year group are stored within the medicine cabinets provided and must be securely locked when unattended. A list of all medications stored should be kept and countersigned by the RN. It is the responsibility of the RN to carry out checks every term. Expiry dates should be noted. A copy of this checklist should be kept by the RNs in the medical centre.

Administration

When the pupil requests medication the Hsm with regard to privacy and confidentiality, will:

- Check the pupil's name;
- Determine why she is requesting medication;
- Check the pupil's records;
- Ask whether she has received any medication today from parents (if day pupil) or the Medical Centre (if there is any doubt telephone the RN in the medical centre to check);
- Select the correct medicine container; check the name of the drug, and the strength
(Paracetamol may be offered in tablet, soluble or suspension form)
- Select the dose and administer with a full glass of water. Ensure that it is swallowed whilst in Hsm presence;
- Record the name of the medicine, time, dose and signature in the individual pupil's records which are maintained by the Hsm. Each medication administered to be recorded separately;
- If Paracetamol is requested by member of staff, this should be recorded on documentation kept with year group medical records.

Acute and Chronic illness

In agreement with the School Medical Centre, some pupils with acute and chronic illness may self administer their medications which they must keep in the Hsm medicine cupboard, or in an agreed lockable cupboard or a box. Self certification consent forms should be completed for these pupils. The Hsm will be fully informed of this arrangement. Overall supervision is given by the RN and the bulk of the pupil's medication is kept in the medical centre dispensary.

Delegated responsibility may be given to the Hsm to administer medication to younger pupils on long term treatment. This responsibility is only given following discussion re the pupil's medical condition and an assessment by the RN that it is

appropriate for the pupil to have medication administered within the year group. It is thus the responsibility of the Hsm to ensure that medications are administered at the correct time and each item recorded separately. The Hsm should remind the pupil to attend the medical centre to order repeat prescriptions.

If there are any concerns about administration of medication the Hsm must contact the RN on duty immediately.

Information for pupils and parents

Pupils and parents are requested to notify their Hsm and the School Medical Centre if new medication is to be taken whilst at school. Parents leaving medicines with the Hsm will be asked to complete an authorisation form. This form should also be completed by parents of Preview girls who are taking medication. Pupils are requested not to have their own supplies of 'over the counter' preparations including analgesics and NEVER to issue their own medication to other pupils.

NB: It is the policy at QM not to administer Aspirin unless prescribed by a doctor.

Appendix A. Stock items

Paracetamol 500mg x 30

Paracetamol Suspension 250mg per 5 mls [500ml bottle]

Soluble Paracetamol 500mgs may be issued on request, for pupils unable to swallow tablets

Barnips x 40

Appendix B

Medications dispensed by arrangement with RN and School Medical Officer may include:-

Ibuprofen 200mg/400mg

Co-Codamol 8/500mg

Antibiotics

Other individual medications, prescribed specifically for a pupil by the School

Medical Officer or home G.P.

See also:

'What to do until the sister arrives'

First Aid Policy

Reporting Accidents

Health & Safety file

Influenza Policy