

# **Administration of Medication Policy**

## **Collège Français Bilingue de Londres (The "School")**

### **Policy statement**

Regular school attendance is vital for every child and the School does all that it can to maintain high attendance figures. Nevertheless, from time to time every child will become ill and may require some time out of school to recover. In general, where a child requires medication (or treatment) they should be kept at home until the course of treatment is complete.

There are, however, a few exceptions:

- When a child has almost fully recovered and simply needs to complete a course of medication (e.g. antibiotics) for a day or so. In that case the parent or guardian should write and sign a letter authorizing the nurse to give the medicine. This letter can be handed to the nurse herself or left at the reception.
- Where a child suffers from asthma (or any other occasional ailment) and may need to use an inhaler.

Where equipment such as an inhaler is necessary, we strongly encourage children to take personal responsibility for these items as soon as possible.

For long term and chronic disease (e.g. asthma, epilepsy, allergy, diabetes) a PAI (Individual Medical Care Program) will be put in place between the Headteacher, the nurse and the concerned family. These PAI are being dealt with outside this policy.

### **Overall responsibility**

The Headteacher is responsible for implementing the governing body's policy on a day-to-day basis.

The school nurse is responsible for the safe and secure handling of medicines and the administration of medication according to the school policy.

### **The Infirmary**

In term time the school nurse is available in the infirmary to pupils, staff and visitors at the following times:

During the school day (Monday-Friday from 8.30 until 16.30)

During term time, the school nurse can be contacted in emergencies on her direct line 020 7993 7411 or her mobile 07557 337 956.

### **The School Nurse**

There is one nurse employed at the School. She cares for, treats and advises pupils, staff and advises parents.

In the absence of the regular school nurse, provision will be made for appropriate cover, with staff who have the Life support/Appointed person First aid course as approved by the Health and Safety (First Aid) regulation 1981).

## **Medication brought into school**

Medication should only be brought into school when it is absolutely essential and in all cases the school nurse should be informed.

All medication should be administered in the First Aid Room during the school day.

A parent or guardian should provide full written consent and details of a prescribed medicine.

All medicines should be supplied in their original packaging with full instructions included.

The school nurse will administer the appropriate medication and enter the time and the amount given on the Medication records or in one off cases are recorded by the school nurse on the Scholl's Pronote system.

Prescribed medication should only be administered to the patient it was prescribed to. Once the patient no longer requires this treatment, the medication should be disposed of appropriately.

## **Storage of medicines**

All medicines are clearly marked and kept in locked cupboards in the First Aid Room; the key is held by the nurse.

There is a drugs fridge for medicines that require cool storage.

The locked cupboards and the fridge are cleaned and the expiry dates on the contents are checked weekly.

## **Access to medication**

Medication is stored in the First Aid Room and is administered by the school nurse.

These medications are kept in locked cupboards and administered at the discretion of the school nurse with prior written consent from the parent or guardian. Consent will be renewed each year giving the parent/guardian chance to update their child's health status.

No pupil should take or be given any medication without his parent's/guardian's consent.

## **Disposal of medicines**

Non-prescribed medication that has expired or no longer of use will be disposed of by the nurse.

Prescribed medication held at the school is returned to the pupils at the end of each treatment.

At home parents are responsible for disposal of date expired medication.

Spillages of liquid medicines should be cleaned up using soap and hot water ensuring any broken glass is thrown away in the sharps bin.

## **Administration record**

All medication is administered by the school nurse.

The following data is recorded by the nurse on Pronote:

- Date and time given
- Name of pupil
- The pupil's year and class

- The name and strength of medication
- The dose and route of administration
- Confirmation that parents have been informed (where necessary)
- The signature of the nurse on duty

During school trips all medication administered by the Appointed Medical Person should be documented on the relevant form and returned to the School Nurse upon return.

## **Principles for the administration of medicines at the School**

In order to act in the best interests of the school and the pupils, the school nurse will:

Know the normal dosage, side effects, precautions and contra-indications of the medicines administered

Know the identity of the pupil who is given the medication

Check the prescription or label on the medicine that is given

Check the expiry date of the medication

Know that the pupil is not allergic to the medication

Make a clear and accurate record of the medication given

In case of high temperature, the school nurse may administer at her discretion ad hoc medicine but in any case not more than once per day. Where a child does receive such ad hoc medicine, parents are immediately notified by the school nurse and are expected to fetch their child as soon as reasonably practical.

***THE SCHOOL NURSE MAY ADMINISTER AT HER DISCRETION AND WITH THE PRIOR WRITTEN CONSENT OF THE PARENT OR GUARDIAN THE FOLLOWING "OVER THE COUNTER MEDICATION" TO THE PUPILS OF THE SCHOOL. WHEN DOING SO, AN "OTC MEDICATION RECORD CHART" WILL BE COMPLETED BY HER AND PARENTS NOTIFIED IMMEDIATELY.***

*THIS LIST WAS AGREED AND APPROVED BY THE SCHOOL DOCTOR, Dr SEKRI, on 26.01.2016*

### **PAIN RELIEF**

Paracetamol (oral solution, dissolvable tablets, tablets)

Ibuprofen (Tablets, syrup)

Aspirin

### **EYE WASH**

Saline Solution (Optrex, Sterowash)

### **ALLERGY**

Anti-histamins :

- Chlorphenamine (Piriton syrup)

- Cetirizine (Zirtec)

- Loratadine (Claritine)
- Hydrocortisone Cream 1% (for external use)

### **WOUND CARE**

Antiseptic cream: chlorhexidine (salvon cream: spray)

Arnica ointment

### **MUSCULAIRE PAIN**

Ibuprofen gel 10%

Asthma attack : Salbutamol

Anaphylactic shock : EpiPen

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Recommended review period: Annual  
Review by: School Nurse  
Last reviewed: 29 January 2020  
Approved by the board: 10 February 2020